

Memo To: All UH-Downtown PS Holders  
From: Michael A. Olivas, Interim President  
Subject: Course Syllabi

UH-Downtown/PS 03.A.29  
Issue No. 2  
Effective Date: 06/08/16  
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## **1. PURPOSE**

This Policy Statement describes the faculty member's responsibility for content and distribution of course syllabi.

## **1. DEFINITION**

- 2.1 E-Syllabus: Course information as required by HB2504 (Texas Education Code §51.974), Internet Access to Course Information.
- 2.2 Syllabus: A document for students enrolled in the class containing essential class policies and procedures, key university policies and procedures, readings, graded assignments, course grade criteria, a tentative timetable for covering course content, and other relevant information as determined by the instructor.
- 2.3 Electronic course schedule: the online course schedule available to students (e.g., e-services in MyUHD).
- 2.4 Electronic course management system: an online educational tool for instruction (e.g., Blackboard).

## **3. POLICY**

### 3.1 Course Syllabi

- 3.1.1 E-Syllabus: Faculty members are responsible for producing an e-syllabus for each undergraduate class by the first class day of each term.
  - 3.1.1.1 E-syllabi must be available on the university's electronic course schedule by the first day of class.
- 3.1.2 Any revisions to the syllabus must be accompanied by notification of students through the course content management system or to the student(s) directly and promptly.

3.1.2.1 As required by HB2504 and the Texas Higher Education Coordinating Board, each e-syllabus must include:

- The course title;
- Instructor name;
- Learning objectives (or student learning outcomes);
- Description of every major course requirement, including a list of major assignments and examinations (calendar not necessary);
- Required reading;
- Recommended reading, if any; and
- Lecture topics sufficient to convey general description of subject matter.

3.1.3 Syllabus: Every UHD class will have a course syllabus or contract/agreement (e.g., for Directed Studies, Field Experience, Special Projects) available to students either through electronic course management system or department office. The remainder of this section describes the required contents for course syllabi; content for contracts or agreements for nontraditional undergraduate and certain graduate courses are not covered here and are subject to departmental or college policies. The exact format of course syllabi will be determined by the faculty of each department, but all syllabi must include certain basic information that accreditation bodies and other oversight bodies have determined that students have the right to know. Each academic department shall maintain a file, for two long semesters, of the most current syllabus for every course section offered.

3.1.3.1 Distribution of Syllabus: The distribution and revision of syllabi must follow a consistent delivery mode. (e.g., if a hard copy of the syllabus is distributed in class, any revision to it must also be distributed as a hard copy).

3.1.3.2 Course Identification Information: Each syllabus will list the course number, course name, the number of semester credit hours, the semester and year in which the course is being offered, the course record number (CRN), the course meeting times, the classroom location, and any course or other prerequisites.

3.1.3.3 Instructor Contact Information: Each syllabus will list the name of the instructor, the instructor's contact information, which must include the instructor's official university email address, office phone number, office location, and office hours.

- 3.1.3.4 Basic Content and Evaluation Criteria: Each syllabus will include the course's catalog description and list the course's basic objectives and expected learning outcomes. The syllabus will describe the method of evaluation to be used including the weight assigned to tests, projects, and other activities used in determining the course grade.
- 3.1.3.5 Course Outline and Tentative Schedule: Each syllabus will list the major topics, information about required and recommended texts, and other essential reading materials. The syllabus will contain a tentative schedule.
- 3.1.3.6 Required and Suggested Books and Materials: Each syllabus will list the required and recommended reading materials and any other additional supplemental materials (e.g., software, course packets, online resources).
- 3.1.3.7 General University Policies and Procedures: Each syllabus will contain the following statements that specify relevant policies to course administration and student conduct.
- 3.1.3.7.1 Academic Honest Policy (PS 03.A.19): Sample language: Students are responsible for following the UHD Academic Honesty Policy, PS 03.A.19, which states, "Students must be honest in all academic activities and must not tolerate dishonesty." Academic dishonesty includes, but is not limited to, cheating and plagiarism. While "the penalty for an academic honesty violations will be left to the discretion of the faculty member," the penalty of an F in a course is recommended "in instances of multiple and/or flagrant violations."
- 3.1.3.7.2 Students with Disabilities: Required Language: "The University of Houston-Downtown complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, UHD strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a documented disability requiring academic adjustments/auxiliary aids, please contact the Office of Disability Services, One Main St., GSB314, Houston, TX 77002. (Phone) 713-221-5078 (Website) <https://www.uhd.edu/student-life/disability/Pages/disability-index.aspx> (Email) [disabilityservices@uhd.edu](mailto:disabilityservices@uhd.edu).

3.1.3.7.3 Class Attendance and Administrative Drop Statement: Required Language (long-semester version): “Your failure to attend class (face to face or hybrid), engage course material (online only); or make contact with faculty to adequately explain your absence by the 10th class calendar day of the semester will result in your being administratively dropped from this course. Being dropped from this course may affect your enrollment status and/or your financial aid eligibility.”

3.1.3.7.4 Textbook Statement: Required Language: “A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer,” pursuant to HB 1096.

3.1.3.7.5 University Policy Jurisdiction Disclaimer: Sample language: All students are subject to the university-wide policies set forth in the UHD Catalog, the Student Handbook, and the UHD website, available at <https://www.uhd.edu/policies/Pages/policies-index.aspx>

3.1.3.8 Each syllabus will state any additional policies that might have a significant impact on a student’s performance such as policies on class attendance, tardiness, the acceptance of late work, make-up exams, and other applicable rules (e.g., laboratory safety rules).

## **4. PROCEDURES**

4.1 By the end of the second week of classes, department chairs will collect the syllabi for all organized class sections being offered by the department that term. The department chair is responsible for overseeing the syllabus file described in Section 2.2 and for establishing procedures for periodic audits to ensure that the file is complete and that all syllabi contain the required information.

4.2 Course syllabi are public documents and copies of any course syllabus will be made available to interested parties upon request.

## **5. EXHIBIT**

There are no exhibits associated with this policy.

## **6. REVIEW PROCESS**

Responsible Party (Reviewer): Vice President for Academic Affairs and Provost

Review: Every five years, or as necessary

## **7. POLICY HISTORY**

Issue # 1: 01/04/2005

Issue # 2: 06/08/2016

Issue dates for previous versions are not available.

## **8. REFERENCES**

HB HB2504 (Texas Education Code §51.974)

E-Services

Faculty Handbook

PS 03.A.17 Directed Studies Policy

PS 03.A.19 Academic Honesty Policy

PS 03.A.21 Field Experience Policy

University Catalog

Office of Disability Services: <https://www.uhd.edu/student-life/disability/Pages/disability-index.aspx>