

Class Syllabi

Each instructor must provide students with a syllabus by the first day that the class meets. To the extent practicable, the syllabus must include the following information by the first day:

- The course number and title
- The instructor's name, office location, and office hours
- The names, office locations, and office hours of any teaching assistants
- An overview of the class, including prerequisites, the subject matter of each lecture or discussion, and the learning outcomes for the course and how they will be assessed
- Grading policy, including: (1) the means of evaluation and assignment of class grades; (2) whether plus and minus grades will be used for the final class grade; and (3) whether and, if so, how attendance will be used in determining the final class grade
- A brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20 percent or more of the class grade
- A list of required and recommended materials, such as textbooks, image collections, audio and audiovisual materials, supplies, articles, chapters, and excerpts as appropriate, identified by author, title, and publisher
- Final exam date and time (when available)
- A link to the class Canvas site
- A notice that students with disabilities may request appropriate academic accommodations from the Division of Student Affairs, Disability and Access

Instructors must provide a syllabus to students by uploading and publishing a complete syllabus to a course's Canvas site as a file OR by using the Simple Syllabus tool. Instructors must also ensure the Canvas site has been published and made available to students by the first day of class.

Each instructor of record for an organized undergraduate course must also submit a copy of their course syllabus and curriculum vitae to their departmental office or dean's office on or before the first day that class meets each semester so that they can be made publicly available at the university's **Access Syllabi and CVs website**. Making undergraduate course information available to the public is mandated by HB 2504, passed by the 81st Texas Legislature (2009). The administrative units must upload instructor CVs and syllabi of undergraduate courses to the University's public website no later than seven days after the first day of classes. Listing of office location, office hours, and teaching assistant information is not required for the publicly available version of the syllabus. Instructors for organized graduate courses must submit their course syllabi and curriculum vitae according to their departmental office or dean's office (for non-departmentalized units) specifications.