

<b>Policies of the University of North Texas</b>	Chapter 6
<b>06.049 Course Syllabi Requirements</b>	<b>Faculty Affairs</b>

**Policy Statement.** UNT is committed to informing students of specific educational requirements and expectations for the courses in which they are enrolled through the development and delivery of a syllabus. Consistent with Policy 06.035, Academic Freedom and Academic Responsibility, UNT instructional faculty ensure that the content of their course syllabus contains the provisions necessary to be consistent with applicable state law and this course syllabus requirement policy. Faculty also have the academic responsibility of distributing their course’s syllabus to their students and to that course’s unit administrator prior to the administrative deadline(s), and to giving reasonable notice to students when changes are made to a course syllabus. Instructional faculty are expected to prepare a course syllabus for all credit bearing courses.

**Application of Policy.** All instructional faculty.

**Definitions.**

1. Credit bearing course. “Credit bearing course” means any undergraduate or graduate educational course taken at the institution that leads to a qualification or institutional credit at the end of the semester.
2. Exempted courses. “Exempted courses” means courses that do not meet regularly or have low enrollment such as independent study, private lessons, thesis, and dissertation courses.
3. Unit. “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.
4. Unit Administrator. “Unit administrator” means the person responsible for the unit.

**Procedures and Responsibilities.**

The syllabus is an agreement between the instructional faculty member teaching a course and the students enrolled in that course. The syllabus document establishes the instructional faculty member’s expectations, providing students with an overview of course content and explanations of course guidelines, procedures, and requirements. Consistent with UNT Policy 06.035, Academic Freedom and Academic Responsibility, instructional faculty have the academic freedom to design the course and present the syllabus as they wish, and instructional faculty have the academic responsibility to include specific items to fulfill state, institutional, and accreditation requirements. Other topics may be included at the discretion of the faculty member.

I. Syllabus Contents:

A. UNT Requirements for Undergraduate and Graduate Courses.

1. Brief description of each major course requirement, including each major assignment and examination
2. The learning objectives for the course
3. A general description of the subject matter of each lecture or discussion
4. Lists of any required or recommended readings

B. Institutional Academic Requirements.

1. Instructor contact information (name, office location, office hours, phone, email address)
2. Basic course information (course title, number, and section)
3. Required and optional materials needed for course
4. Course competencies/assignments/requirements
5. Evaluation and grading policies
6. Attendance expectations and consequences (UNT Policy 06.039)
7. Date, time, and place of final examination
8. ADA accommodation statement (UNT Policy 16.001)
9. Course safety procedures for laboratory courses
10. Emergency notification and procedures
11. Academic integrity expectations and consequences (UNT Policy 06.003)
12. College/school requirements for learning objectives as approved through the curriculum process

C. Optional Syllabus Statements (including, but not limited to).

1. Student responsibility in their learning
2. Late or missed assignments
3. Incomplete grades
4. Digital copyright and intellectual property protection
5. Environmental, health, and safety issues
6. Student evaluation administration dates
7. Advice for academic success in the course

8. Records retention policy (UNT Policy 04.008)

**Responsible Party:** All instructional faculty

II. **Creation, Distribution, and Usage of Course Syllabi.**

- A. Faculty must prepare a comprehensive syllabus for each credit bearing course (excluding exempted courses).
- B. Faculty must make available a paper or electronic copy of the course syllabus on the first class day (and thereafter), for all students enrolled in their course, and provide a paper or electronic copy to the unit designee during the first week of the semester.
- C. Faculty are required to upload all credit bearing undergraduate course syllabi to the university faculty information system (FIS) by the 7<sup>th</sup> class day. To comply with state law, undergraduate syllabi will be posted on the public FIS website. Faculty will be given the option of posting their graduate syllabi on the public FIS website when they upload their syllabi.
- D. The FIS team will make credit bearing undergraduate course syllabi:
  - 1. Accessible on the university website's home page by use of three (3) links or fewer,
  - 2. Searchable by keywords or phrases,
  - 3. Accessible to the public without requiring registration or use of a user name, password, or other user identification, and
  - 4. Available on the website for two (2) years from the date initially posted.
- E. Faculty must give reasonable notice to students when changes are made to a course syllabus and any changes must be reflected in the corresponding online syllabus.

**Responsible Party:** All instructional faculty, chairs

**References and Cross-references.**

Texas Education Code §51.974

19 Texas Administrative Code §4.227

19 Texas Administrative Code §4.228

UNT Policy 04.008 Records Management and Retention

UNT Policy 06.003 Student Academic Integrity

UNT Policy 06.035 Academic Freedom & Academic Responsibility

UNT Policy 06.039 Student Attendance and Authorized Absences

## UNT Policy 16.001 Disability Accommodation for Students and Academic Units

### **Forms and Tools**

Standard Syllabus Statements

**Approved:** 09/26/2017

**Effective:** 09/26/2017

**Revised:** 07/16/2020