

Memo To: All UH-Downtown/PS Holders  
From: Loren J. Blanchard, President  
Subject: Course Syllabi

UH-Downtown/PS 03.A.29  
Issue No. 3  
Effective Date: 06/14/2021  
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## 1. PURPOSE

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

## 2. DEFINITIONS

- 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 learning 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 first day of class, in the interest of student access and time for compliance monitoring for state-mandated timelines.

3.1.1.2 Any revisions to the syllabus must be accompanied by notification of students through the learning management system or to the student(s) directly and promptly.

3.1.1.3 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.

3.2 Syllabus: Every UHD class will have a course syllabus (and any contract/agreement such as for Directed Studies, Field Experience, Special Projects) available to students through the electronic learning management system. The remainder of this section describes the required contents for course syllabi. 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 students have the right to know.

3.2.1 Distribution of Syllabus: Faculty must post the course syllabus in the learning management system on or before the first day of the class. Revisions of syllabus content must be communicated to all students in the course in writing.

3.2.2 Course Identification Information: Each syllabus will list the prefix and course number, course title, 5-digit class number, the number of semester credit hours, the semester and year in which the course is being offered, and any course or other prerequisites. Faculty must also convey course meeting times and location (in-person or online) to students either on the syllabus or within the learning management system on or before the first day of class.

3.2.3 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.

3.2.4 Basic Content and Evaluation Criteria: Each syllabus will include the course's catalog description and will list the course's learning outcomes. The syllabus will describe the method of evaluation used to determine the course grade, including the scoring weights assigned to tests, projects, and other activities.

3.2.5 Course Outline and Tentative Schedule: Each syllabus will list the major topics, information about required, recommended texts, and other essential reading materials. The syllabus will contain a tentative schedule.

3.2.6 Required and Recommended Books, Materials, and Services, as well as any activities: Each syllabus will list the required and recommended reading materials and any other supplemental materials or activities (e.g., software, hardware, course packets, online resources, external testing services), noting any that may require additional cost.

3.2.7 General University Policies and Procedures: Each syllabus will contain the policies relevant to course administration and student conduct as well as all statements required by government, system, and UHD policies. The Provost's Office will be responsible for maintaining a set of syllabus statements that apply to all university courses and that includes all the required statements related to government, system, and UHD policies. Each course syllabus should contain or link to the required statements. The Provost's Office will update this resource in consultation with Faculty Senate as needed and inform faculty by email at least 7 days before the start of each long semester.

3.2.8 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 Department chairs are required to maintain (electronic and/or paper) copies of syllabi for all organized class sections being offered in the department. Each academic department shall maintain a file, for three years, of the most current syllabus for every course section offered. Syllabi should be collected by the end of the second week of classes of each term. The department chair is responsible for establishing procedures for periodic audits to ensure that the file in which these copies are housed is complete and that all syllabi contain the required information.

#### **5. 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

#### **8. REFERENCES**

[HB2504 \(Texas Education Code §51.974\) Internet Access to Course Information](#)

[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](#)  
[UHD Office of Disability Services](#)