

## UT TYLER SYLLABUS POLICY

A syllabus is a statement of intent by the course instructor that should clearly explain what a student must do and when they must do it to successfully complete the course and get a grade. A syllabus is intended to protect students from arbitrary or untimely changes in course requirements and due dates. A syllabus must also provide information about departmental and University policies governing conduct of the course.

Effective Fall 2008, all UT Tyler teaching faculty are required to distribute a course syllabus to their students on the first class meeting day. Faculty are also required to post their syllabi on the UT Tyler website, in a directory determined by the department or college.

**Syllabi for concurrently taught undergraduate/graduate courses** (ex: CENG 4314/5314) must clearly describe the additional expectations of graduate students that are substantively and progressively more advanced than those of the undergraduates. This can be done in a separate graduate syllabus or a combined syllabus.

Each syllabus MUST include the following minimum information:

1. Course number, title, section number (if applicable) and scheduled class time;
2. Instructor's name, office address, phone number and e-mail address, with recommendations on which method of contact the instructor prefers;
3. Office hours-- at least three per week and a provision for arranging office hours to accommodate students whose schedules conflict with regularly scheduled office hours.
4. Course content--should be consistent with the approved course description found in the current UT Tyler catalog;
5. Course learning objectives.
6. Grading policy and criteria to determine final course grade;
7. Date of final examination, scheduled according to the University final exam schedule. Reminder: any deviation from scheduled times must be approved by the college dean.
8. Date to withdraw without penalty (census date)—please include actual date, which can be found in the current Schedule of Classes.
9. Tentative dates of required assignments, quizzes, and tests, if applicable;
10. Attendance and make-up policy
11. Required textbooks, materials, and supplies;
12. Required field trips, rehearsals, etc., scheduled outside of regularly-scheduled class time, along with any accompanying fees and tickets; and/or course procedures unique to the course that might cause students to reconsider their enrollment in the course; and
13. The following University policies: student rights, absence for religious observance, absence for university-supported trips, services to students with disabilities, grade replacement, state-mandated course drop policy, emergency exit strategy, and Social Security and Privacy. A pdf of these policies can be found at <http://uttyler.edu/academicaffairs/files/syllabuspolicies.pdf>.

The information contained in the course syllabus, other than the grading criteria and absence and make-up policies, may be subject to change with reasonable advance notice as long as the change is without prejudice to the students.

Instructors should also consider including:

1. Course Web site (if applicable);
2. Course prerequisites and restrictions, as they appear in the catalog;
3. Information about required learning-management software (Blackboard)
4. Tentative deadlines for all assignments;
5. Tentative schedule of course topics