



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.049 Course Syllabi Requirements

I. Policy Statement

UNT is committed to informing students of the specific educational requirements and expectations for the courses in which they are enrolled through a syllabus. Consistent with [UNT Policy 06.035, Academic Freedom and Academic Responsibility](#), UNT instructional faculty ensure that the content of their course syllabus contains the information necessary to fulfill this commitment as set out in this 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 all administrative deadlines, 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.

II. Application of Policy

All Instructional Faculty.

III. Policy Definitions

A. Credit Bearing Course

"Credit Bearing Course," in this policy, 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.

B. Exempted Courses

"Exempted Courses," in this policy, means courses that do not meet regularly or have low enrollment such as independent study, private lessons, thesis, and dissertation courses.

C. Syllabus

"Syllabus," in this policy, means a comprehensive outline of the university's and instructional faculty member's academic and conduct/behavioral standards and expectations for a course, providing students an overview of the course's content and explanations of course guidelines, procedures, and requirements.

D. Unit

"Unit," in this policy, means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.

E. Unit Administrator

"Unit Administrator," in this policy, means the person responsible for the Unit.

IV. Policy Responsibilities

A. Generally

UNT academic courses fulfill the university's role and mission as a State of Texas public

institution of higher education, including its general responsibilities to transmit culture through general education; extend knowledge; teach and train students for professions; provide for scientific, engineering, medical, and other academic research; and protect intellectual exploration.

Instructional faculty are responsible for designing a syllabus and delivering its content for each assigned course in furtherance of the university's role and mission, and in accordance with principals of academic freedom and responsibility, accreditation standards, university policies, and applicable state and federal laws.

B. Syllabus Contents

1. UNT Academic Requirements for Undergraduate and Graduate Courses
 - a. Brief description of each major course requirement, including each major assignment and examination;
 - b. The learning objectives for the course;
 - c. A general description of the subject matter of each lecture or discussion;
 - d. Lists of any required or recommended readings;
 - e. Instructor contact information (name, office location, office hours, phone, email address);
 - f. Basic course information (course title, number, and section);
 - g. Required and optional materials needed for course;
 - h. Course competencies/assignments/requirements;
 - i. Evaluation and grading policies;
 - j. Attendance expectations and consequences described in [UNT Policy 06.039](#);
 - k. Date, time, and place of final examination;
 - l. ADA accommodation statement found in [UNT Policy 16.001](#);
 - m. Course safety procedures for laboratory courses;
 - n. Emergency notification and procedures;
 - o. Academic integrity expectations and consequences as set out in [UNT Policy 06.003](#); and
 - p. College/school requirements for learning objectives as approved through the curriculum process.

2. Optional Syllabus Statements

These include, but are not limited to, the following:

- a. late or missed assignments;
- b. incomplete grades;
- c. digital copyright and intellectual property protection;
- d. student evaluation administration dates; and
- e. advice for academic success in the course.

C. Creation, Distribution, and Use of Course Syllabi

Faculty must prepare a comprehensive syllabus for each Credit Bearing Course (excluding Exempted Courses).

Faculty are responsible for:

1. making a paper or electronic copy of the course syllabus available to all students enrolled in the course on the first class day (and thereafter), for all students enrolled in their course;
2. providing an electronic copy of the syllabus to the Unit designee during the first week of the semester;
3. uploading the syllabus for all credit bearing undergraduate courses to the Faculty Information System (FIS) by the 7th class day for publication on the UNT website as required by state law. Faculty may post their graduate syllabi on the public FIS website when they upload their syllabi; and
4. giving students reasonable notice when changes are made to the syllabus.

V. References and Cross-References

[Texas Education Code § 51.974](#)

[19 Texas Education Code § 4.227](#)

[19 Texas Education Code § 4.228](#)

[UNT Policy 04.008, Records Management and Retention](#)

[UNT Policy 06.003, Student Academic Integrity](#)

[UNT Policy 06.035, Academic Freedom and Academic Responsibility](#)

[UNT Policy 06.039, Student Attendance and Authorized Absences](#)

[UNT Policy 16.001, Disability Accommodation for Students and Academic Units](#)

VI. Revision History

Policy Contact:	Asst. Vice Provost, Faculty Success
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