

August 29, 2017

## MEMORANDUM

TO: Faculty and Teaching Assistants, College of Natural Sciences  
FROM: David Vanden Bout, Associate Dean  
SUBJECT: Coursework and Routine: Policies, Procedures, and Recommendations

Welcome to the Fall 2017 semester in the College of Natural Sciences.

This document includes the following information:

- UT registration and grading policies
- UT academic policies
- Course management suggestions
- CNS contact and calendar information

If you have limited time on your hands, the *Commonly-Asked-About Academic Policies* at the beginning of the document would be a good read.

If you are used to receiving this document be sure to check out these important points:

### **Posting of Course Syllabi**

Read the included memo from the Provost that specifies not only that a syllabus must be provided to students on the first class meeting day, but that it be posted electronically. Keep in mind that compliance with this policy is mandated by Legislative Statute from the State. The University keeps careful records of compliance by College and by Department. This policy change is consistent with the biggest piece of advice that we offer to faculty—provide students a clear syllabus with expectations and stick to what it says.

### **Posting of Required Textbooks**

By Texas statute, faculty are now required to provide public notice of required textbooks for courses no less than 30 days prior to the start of the semester. Departments will be working with faculty to collect this information and provide notice through the University Co-Op. Faculty may also directly upload information to the Co-Op through a web portal, but you may feel free to work through your departments. However, your assistance here is very important.

A note from Student Disability Services: “Please make your book selections, compiled course packets, and syllabi available in a timely manner. Students who are blind, have visual impairments, or have learning disabilities that may affect their reading rates and comprehension may require printed materials that are transformed into alternate formats. Conversion of this text can take up to several weeks. Having early access to your syllabus and required readings in a timely manner can help to determine the extent to which each text will be used and the order in which reading assignments will be completed.”

### **Teaching a Core Course?**

### **Teaching a Flagged Course?**

If your course fulfills a core course requirements (most likely the natural science and technology part I or part II), please be sure to notes this on your syllabus. Teaching a course that carries a flag? Again, please note this

on your syllabus. You should have received an email from UGS with this suggestion. More information on the core can be found <http://www.utexas.edu/ugs/ccc/core>.

I hope that you have the best of semesters in the classroom!!

David Vanden Bout      [dvandenbout@austin.utexas.edu](mailto:dvandenbout@austin.utexas.edu)

## COMMONLY ASKED ABOUT ACADEMIC POLICIES

- 1. Final examination.** Guidelines for final examination are the most detailed of all academic policies, and are also the most abused. Adherence to the posted final exam schedule, posted in the Course Schedule, is required and exceptions are rare. Requests for time or room change require approval of the department chair and the dean of the college. In addition, permission of the department chair is required if a final exam is not given.
- 2. Course syllabus.** The syllabus is an agreement between student and instructor. It is the first thing the department chair and the dean of the college ask for to arbitrate disputes between faculty and students. The faculty member is required to provide a copy of the syllabus by the first meeting day of the class and make it publicly available on the University web site. The syllabus should include details about course content, prerequisites, drop deadlines, attendance policy, exam times, make-up policy, grading procedure and much more.
- 3. By the 12<sup>th</sup> class day.** All students attending your course should be registered for the class. Late adds are rarely granted. Students with special concerns, including athletes, students with religious observances, or students with disabilities who need special accommodation, are required to notify you about these special needs. Responding to these requests may require strategic planning and management.
- 4. Required meetings outside scheduled course times; night exam conflicts.** Required class meetings including required office hours, discussion sections, lectures and exams can be scheduled only at times published in the [Course Schedule](#). If exams are scheduled at times not identified in the *Course Schedule*, make-up exams must be provided without penalty. Due to a significant increase in scheduling of evening exams, it can be difficult for students to create a full schedule without a conflict arising. When a scheduled night exam unavoidably conflicts with other scheduled evening exams or labs, a solution must be found that does not affect student performance.
- 5. Substantial examination during the last week of classes.** It is not permitted to give exams counting for more than 30% of the course grade during the final week of classes. Violations of this policy that are brought to the attention of the College will not be tolerated.
- 6. Incompletes.** An incomplete (X) is a temporary delay in reporting the final course grade. It is to allow students with nonacademic issues the time to make up missing work so that a fair final grade is assigned. It is not to allow a student to replace graded coursework or to allow the student a chance to improve a poor grade. For your protection, a written agreement between student and instructor should accompany every “incomplete” so there is a clear understanding of what must be done to complete the work. The student must complete the requirements and the instructor must report a final course grade by the last date for grade reporting in the next long-session semester, or an F will be recorded as the final grade. In the event of a need for extending this deadline, the dean’s office looks carefully at such requests and may require students to provide documentation of their circumstances prior to making decisions on extensions.
- 7. Course evaluations.** [Course Instructor Surveys \(CIS\)](#) must be completed for every formal course taught at UT Austin. The evaluations are an essential piece of promotion, post-tenure review, merit raise, teaching awards and reappointments. You will be contacted later in the semester with the option to choose online vs paper evaluations for your courses. Instructors and Teaching Assistants are not to be present in the room while surveys are being administered.
- 8. Grading equity and clarity.** Equity: Grading policies must be applied uniformly in accordance with the grading policy identified in the syllabus. If an instructor chooses to offer any replacement or “extra credit” grading opportunities, they must be provided to every student. Clarity: Articulating your standards as clearly as possible in the course syllabus will reduce explaining things to students at the end of the semester, particularly if curving grades.
- 9. Availability of coursework.** Faculty must provide students with access to all written material submitted as part of a course. If coursework is not returned to the student, it must be retained by the instructor for one long

semester following the completion of the course. If a student asks to see the work, you must provide it.

**10. Makeup work.** The policy for makeup work should be identified in the syllabus. It is not acceptable to require a student to drop a course or a component of the student's grade due to an exam missed for good cause. It is inappropriate to view makeup work in a punitive manner. Students may present evidence of a significant non-academic situation, such as a family emergency or health crisis to a non-academic counselor in the CNS Student Division (see Contact List), in which case faculty will be asked to provide reasonable accommodation for make-up of course work or exams.

**11. Q-drop policy.** Know and correctly implement the Q-drop policy. In particular:

- Provide substantial course assessment before the imposed Q-drop deadline (in principle by the 20th class day) but certainly no later than the mid-semester drop deadline (typically around the 49th class day). See the Registrar's page at <http://registrar.utexas.edu/calendars> for specific dates.
- Provide realistic advising to students considering a Q-drop and do not encourage them to remain in the class past the Q-drop deadline unless there is a reasonable possibility of success;
- After *approximately* the 49<sup>th</sup> class day, students can only drop a course by providing substantiated nonacademic reasons to the College or the Dean of Student's Office (exact dates vary by semester and are listed on Registrar's link above or the next page of this memo). After the drop deadline the instructor may be asked to provide information about student progress in the course to validate or refute a nonacademic drop or withdrawal request, but the College has ultimate authority in assessing these.
- Please encourage students experiencing significant nonacademic problems (extended health problems or family emergencies) to contact the CNS Student Division or the Dean of Student's Office for assistance.

## REGISTRATION AND GRADING POLICIES

### ROSTERS

Official class rosters are available to instructors through [CLIPS](#) and [Canvas](#). CLIPS provides instructors with a roster including a picture of each student. Log in with your UTEID. Familiarize yourself with the names of your students. The roster and the photo ID list is considered “[category 1](#)” data.

Use rosters to verify attendance and registration for your course. Notify the student's college if the student is not attending. Students attending your class must be registered for your course and on the roster by the 12<sup>th</sup> class day.

Best Practice: Have rosters & lists include a place for students to specify and change what pronouns they use.

### ATTENDANCE

Regular attendance at all class meetings is expected. Instructors are responsible for implementing attendance policy and must notify students of any special attendance requirements. Report attendance problems to the student and academic dean. This can be done electronically using the [absence/failing report](#). Our advisors can reach out to students in trouble early in the semester, but only if we know who they are.

### ADDING AND DROPPING COURSES

The College of Natural Sciences adheres strictly to the [published deadlines](#) of the University.

- **1<sup>st</sup> - 4<sup>th</sup> class day** (1<sup>st</sup> and 2<sup>nd</sup> class day in summer): Adds and drops are done on-line
- **5<sup>th</sup> – 12<sup>th</sup> class day** (3<sup>rd</sup> and 4<sup>th</sup> class day in summer): Drops and change to or from pass/fail to letter grade are done on-line. Adds must be requested at the department offering the class. Students should verify their registration record before 5 pm on the 12<sup>th</sup> class day. Late adds (after the 12<sup>th</sup> class day) are only approved if there is a documented administrative/departmental error.
- **13<sup>th</sup> – Drop [deadline](#)** (5<sup>th</sup> through last class day in summer): Student may initiate a drop at the CNS Student Division (WCH 1.106) or departmental advising center. Instructor signature is not required, there are no refunds and a “Q” will be indicated on the student’s transcript.

**Nonacademic Q-drop:** After the drop deadline, students with substantiated nonacademic reasons may appeal to drop a course. Faculty will be asked to provide information on student performance up to the time of the nonacademic Q-drop request but are not responsible for making the decision about assigning a grade of Q. Please encourage students who experience significant nonacademic problems such as extended health-related problems or family emergencies to contact the CNS Student Division.

**[One-time Exception Policy](#) (OTE):** Students have the option once in their undergraduate degree to drop a class or withdraw from all classes in a semester up to the last class day if there are no pending investigations of scholastic dishonesty for the course in question. OTE is initiated in the CNS Student Division or departmental advising center. Instructor signature is not required.

Include this information about adds and drops with your course syllabus.

## **ABSENCE AND FAILING REPORTS**

Faculty should notify students of excessive absences or poor performance on-line via "Absence-Failing" notices. These can be filled out on [CLIPS](#), generating an email from you to the student. Absence-Failing reports need to be completed after the first reporting period and before the end of the Q-drop period if students are to receive maximum benefit from them. If you have questions, contact Mike Raney, [mike.raney@austin.utexas.edu](mailto:mike.raney@austin.utexas.edu)

## **PROHIBITION OF SUBSTANTIAL EXAMINATIONS DURING LAST CLASS WEEK**

Final examinations must be administered according to the official [University schedule](#). Rescheduling of the final exam is only considered with a compelling reason and requires pre-approval of the department chair and the Dean's Office. No substantial examinations may be given during the last class week or during the reading days and the no-class days included in the final examination period. An examination counting for more than 30% of the final course grade is considered to be substantial. A change in the room assignment for an examination may be made only with the approval of the registrar.

## **FACULTY PRESENCE ON CAMPUS DURING FINAL EXAMINATION PERIODS**

A faculty member is responsible for ensuring that final examinations are adequately staffed, being available for related questions and to resolve problems, submitting final course grades on time and must be easily reachable by telephone or e-mail until grades are finalized. If a faculty member must travel during this time, he or she must include on the request for travel authorization how final examination matters will be handled and how to be reached in case of an emergency.

## **COURSES TAKEN ON A PASS/FAIL BASIS (CR/F)**

The class roster will indicate if a student is registered for the course on a pass/fail basis. The University defines a **D-** as a passing grade for undergraduate students. The instructor must assign a grade of **CR** (Credit) for a student registered on a pass/fail basis who has a **D-** or better in the course. Failing grades are assigned an **F**. The deadline for the student to change grading basis to or from pass/fail is the same as the drop deadline date. There are no exceptions to this deadline. See the current [academic calendar](#) for the exact date.

## **INCOMPLETE GRADES (X)**

### **Procedures:**

The student must be informed of the exact procedures by which the student will make up the work. The assignment of an **X** constitutes a contract between the student and the instructor. To protect the faculty and student, it is strongly recommended to have the arrangement in writing, specifying what the student is expected to do to complete the course, including due dates. The instructor who assigned the **X** is responsible for evaluating the student's subsequent work. If another faculty member is to be involved, the procedures for this should be clearly understood by all parties in advance. If an instructor does not assign a grade or a symbol to a student on the final roster, the Registrar will automatically insert an **X**. This grade in no way obligates the instructor to allow the student to complete missing work. Students who stopped attending class or who never attended class should be assigned an **F**. Students have one long semester to make up an **X** and extensions are rare. After one long semester, the **X** converts to an **F** if no other grade is reported.

### **Appropriate Assignment of Incomplete (X):**

- Student must miss the final due to illness or other non-academic reasons. You may require a medical excuse if the reason for the request is illness. If you would prefer to not deal with non-academic issues, you may refer the student to a counselor in the CNS Student Division.
- Student has not been able to complete all the required assignments for reasons other than lack of diligence *but only if the student has a passing grade on the work completed.*
- Student qualifies for and the instructor chooses to give a re-examination. (See [General Info](#))

### **Inappropriate Assignment of Incomplete (X):**

- To allow the student an opportunity to repeat the entire course; the only assignments or exams that should be completed to resolve the X are those that were missed for legitimate reasons during the semester.
- To avoid assignment of a poor grade

## **FINAL GRADES**

Final grades must be submitted by the University mandated deadline set by the Registrar's Office. Prioritize final grade submission for seniors. A schedule for reporting final grades is provided to the department. Please notify your department chair if you are unable to comply with these deadlines.

## **PLUS/MINUS GRADING**

The university has instituted plus/minus grading for all students. Instructors have discretion whether to implement the +/- system in any course where a letter grade is assigned. You may choose to award grades of A, B, C, D, F, or the full list of +/- grades below. You must clearly state your policy and the requirements to earn these grades on your syllabus. The plus/minus grades and grade points listed below will be used to calculate grade point averages for undergraduate and graduate students.

<b>A</b> 4.0	<b>C+</b> 2.33	<b>D</b> 1.0
<b>A-</b> 3.67	<b>C</b> 2.0	<b>D-</b> 0.67
<b>B+</b> 3.33	<b>C-</b> 1.67	<b>F</b> 0.0
<b>B</b> 3.0	<b>D+</b> 1.33	
<b>B-</b> 2.67		

The College of Natural Sciences, in consultation with faculty representatives from each department on the College Course and Curriculum Committee have decided that a grade of C- constitutes a passing grade for the course, to meet degree requirements and prerequisites for coursework in Natural Sciences.

## **ACADEMIC POLICIES**

### **CONFIDENTIALITY**

Student confidentiality is protected under federal law by the Family Educational Rights and Privacy Act ([FERPA](#)) of 1974. It is illegal to disseminate any information about students or grades to anyone without the student's written permission.

Issues to consider include:

- Grades may not be posted by name or UT EID.
- Students must give written permission to discuss academic issues with others, including parents. Exceptions include university staff on a need-to-know basis.
- Homework or exams may not be left unsupervised for students to pick up and should be returned in a manner that maintains student confidentiality.
- Written permission must be given by a student prior to writing letters of recommendation if the student's academic record is to be discussed.

Faculty may continue to use student specific password protected systems (such as UT Direct and its applications) to communicate academic work, grades or other confidential information to individual students. Students may also access their final course grades using UT Direct services. ITS has developed an e-grade book application that provides faculty with a password protected system to communicate academic work grades to individual students.

Confidentiality of student records also extends to the electronic storage of this information. Such data is considered '[Category 1](#)' data by the University. Category 1 data should not be stored or shared without appropriate encryption software. Canvas or UT Box are university approved methods to store and share grade information. For more information on "CAT1" data, you may consult the College's Director of IT, Mark McFarland [m.mcfarland@austin.utexas.edu](mailto:m.mcfarland@austin.utexas.edu).

Finally, parents may not be given information about student performance without student consent. To be safe, politely minimize conversation with parents about their children and speak only in general terms about academic issues. Persistent parents should be referred to the Dean's Office for an explanation of confidentiality rules.

For faculty who wish to post student grades on the Web, at least two options are available through the University.

### **Quest**

Quest is an assessment system maintained by the College of Natural Sciences which also has a gradebook feature. <https://quest.cns.utexas.edu>. Training is provided.

Contact Heather Van Ligten at [heather.vanligten@austin.utexas.edu](mailto:heather.vanligten@austin.utexas.edu).

### **Canvas**

The University has adopted Canvas as the Learning Management System for the campus. More information and training modules are available from the [Faculty Innovation Center](#).

## **PROHIBITION OF SEXUAL HARASSMENT OF STUDENTS**

It is the [policy](#) of the University of Texas at Austin to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited and offenders are subject to disciplinary action (<http://www.utexas.edu/student/registrar/catalogs/gen-info/appD.html>)

"Sexual harassment" is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by a faculty member or other employee of the university, when



- submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement;
- submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student
- the intended effect or reasonably foreseeable effect of such conduct is to create an intimidating, hostile, or offensive environment for the student.

The Office of the Dean of Students has been given the primary responsibility for responding to questions about and receiving complaints of sexual harassment of students. Students who believe they have been subjected to sexual harassment may consult with the associate dean of students. However, they also may address their questions or complaints to the department chairperson or other University administrative personnel. In such cases the chairperson or the administrator should immediately contact the associate dean of students for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a written and signed statement by the student to the associate dean of students, department chairperson, or dean. Investigation and resolution of such complaints will be through the Office of the Executive Vice President and Provost. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected.

Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances.

In addition to complying with the above policy dealing with sexual harassment, students and faculty members should conduct themselves in an appropriate manner and should avoid compromising situations involving any romantic or sexual relationship between a faculty member and a student who is enrolled in a course taught by the faculty member or who is otherwise under the supervision of the faculty member.

This policy is not intended, in any way, to discourage the interaction of faculty and students where harassment or a conflict of interest is not a factor; however, the policy is intended to clarify that it is inappropriate for a faculty member to form romantic or sexual relationships with students working under the faculty member's direct supervision.

Students making unwanted advances on faculty or teaching assistants is also not to be tolerated. If a faculty member or teaching assistant is ever in an uncomfortable interaction of this nature with a student, he or she should contact the Dean of Students. This also applies to situations of harassment or verbal abuse by students.

## **STUDENTS WITH DISABILITIES (<http://www.utexas.edu/diversity/ddce/ssd/> )**

The rights of students with disabilities are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which are civil rights provisions aimed at ending discrimination against persons with disabilities. Section 504 specifically refers to post-secondary and vocational education services. The legislation reads: "No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The University of Texas at Austin provides a wide variety of services to assist students with disabilities in becoming active members of the University community. These services vary according to the different types and severity of impairments.

Services for Students with Disabilities (SSD) determines eligibility and helps implement reasonable accommodations for students with disabilities, ensuring everyone has equal access to their academic

experiences at UT. They estimate that about 2000 students come to campus with disabilities including mobility impairments, learning disabilities, visual impairments, hearing impairments, ADD and ADHD, and others. By law, these students are guaranteed a learning environment with reasonable accommodation of their disability.

As an instructor you are required to provide reasonable accommodation of students with disabilities.

**Best Practices:** It is important for course syllabi to contain information regarding the accommodation process at UT. Below are two examples of statements you may use on your syllabus.

**Accessible/Compliant Statement:**

If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). You may refer to SSD's website for contact and more information: <http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations.

**Accessible, Inclusive, and Compliant Statement:**

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information: <http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

## **OBSERVANCE OF RELIGIOUS HOLY DAYS (Student and Faculty)**

Religious holy days sometimes conflict with class and examination schedules. Sections 51.911 and 51.925 of the *Texas Education Code* relate to absences by students and instructors for observance of religious holy days.

Section 51.911 states that a student who misses an examination, work assignment, or other project due to the observance of a religious holy day must be given an opportunity to complete the work missed within a reasonable time after the absence, provided that he or she has properly notified each instructor.

It is the policy of The University of Texas at Austin that the student must notify each instructor at least fourteen days prior to the classes scheduled on dates he or she will be absent to observe a religious holy day. For religious holidays that fall within the first two weeks of the semester, the notice should be given on the first day of the semester. The student may not be penalized for these excused absences but the instructor may appropriately respond if the student fails to complete satisfactorily the missed assignment or examination within a reasonable time after the excused absence.

Section 51.925 prohibits the University from discriminating against or penalizing an instructor who is absent from class for the observance of a religious holy day. Proper notice must be given to the department chairman. Prior to the beginning of classes each semester, the instructor must provide the department chairman a list of classes that will be missed due to observance of a religious holy day and acknowledged by the chair. Consistent with regular University policy, the instructor is responsible for finding a qualified substitute U.T. Austin

instructor for any such classes.

## **ACADEMIC DISHONESTY**

It is your responsibility to advise your students what you consider to be academic dishonesty including plagiarism and collusion.

Cheating is not tolerated in this College. Design your course and teaching methods so that cheating is difficult. Tell your class what you consider to be plagiarism and collusion. If you have any questions about a suspected academic dishonesty problem, Assistant Dean Mike Raney ([mike.raney@austin.utexas.edu](mailto:mike.raney@austin.utexas.edu)) in the Dean's office is a resource. The Office of the Dean of Students is responsible for adjudicating academic dishonesty complaints. Additional information on the definition of academic dishonesty including plagiarism can be found at <http://deanofstudents.utexas.edu/sjs/> . You may discuss your options and University procedures with Mike Raney or the Office of Student Judicial Services at 471-2841.

## **STUDENT GRIEVANCES**

Student grievances should be discussed with the instructor. Unresolved resolved grievances should be directed to the department chair. It is the responsibility of the chair to send the student to the CNS Student Division if the grievance is not resolved at the departmental level. The [University Ombuds Office](#) is an additional resource and is authorized to investigate and seek to mediate and resolve student complaints and grievances concerning academic or administrative policies, procedures, or decisions at the University. Each complaint is carefully scrutinized to determine whether the student's grievance is actionable. The telephone number is 471-3825.

## **SYLLABUS AND DESCRIPTION OF COURSE**

Instructors are required by University policy to provide a written statement to students on course requirements and the evaluation of student performance. This statement lets students know what they must do and how they will be graded. **It must specify how the course grade will be determined.** This statement should be handed out on the first day of class and is required before the end of the fourth class day each semester. A memorandum from the Provost's Office explicitly defines the minimum requirements of the syllabus as proposed by the Educational Policy Committee:

## MEMORANDUM

TO: All Instructional Faculty

FROM: David Laude, Senior Vice Provost

DATE: August 14, 2014

**SUBJECT: Requirement to Provide a Course Syllabus by First Meeting Day of All Classes** All instructors of undergraduate courses are required to provide a syllabus to their students by the first day of class. The course syllabus must also be made available on the University's website. This memorandum specifies state law and the University's policy on providing and posting course syllabi. Please work with your home department or office to upload your PDF syllabi via the Registrar's Office Class Manager System. **Posting Syllabi** In accordance with HB 2504, instructors must provide a copy of their syllabus for each organized course (or section thereof) they teach to their home department or office (and any cross-listing departments or centers) by the first day of class. All class syllabi for undergraduate courses should be provided in electronic form in a PDF file format (created from a word processing package such as MS Word - the PDF should NOT be created from a scanned image or fax). These PDF syllabi will be posted to the respective class via the Registrar's Office Class Manager System or the Institutional Reporting, Research and Information Systems' FaSET System by the seventh day after the first class day. Syllabi must be submitted not only for all undergraduate classroom courses but also for each section of multiple section courses. **Syllabus Content**

In accordance with state law and as prescribed in the General Information Catalog the syllabus must contain the following items:

- The course number and title
- The instructor's name, office location, and office hours (Instructor's office location and hours are not required on the publicly posted version of the syllabus.)
- If there are teaching assistants for the class, their names, office locations, and office hours (Listing of office locations and hours for TAs should not be included on the publicly available version of the syllabus, since this may be a violation of FERPA.)
- An overview of the class, including prerequisites, the subject matter of each lecture or discussion, as well as the academic/learning goals for the course and how they will be assessed
- Grading policy, including the means of evaluation and assignment of class grades, including whether plus and minus grades will be used for final class grade and whether attendance will be used for 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)
- The class web site, if any
- A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, <http://www.utexas.edu/diversity/ddce/ssd/>

**Recommended Materials:** In addition, we recommend that faculty include the following information on their course syllabi:

- A notice regarding academic dishonesty. UT Honor Code (or statement of ethics) and an explanation or example of what constitutes plagiarism (Link to University Honor Code: <http://catalog.utexas.edu/general-information/the-university/#universitycodeofconduct> )
- A notice regarding accommodations for religious holidays. (Sample statement—“By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.”)
- The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/> :
  - Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
  - Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building. Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
  - In the event of an evacuation, follow the instruction of faculty or class instructors.
  - Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
  - Behavior Concerns Advice Line (BCAL): 512-232-5050
  - Link to information regarding emergency evacuation routes and emergency procedures can be found at: [www.utexas.edu/emergency](http://www.utexas.edu/emergency) For additional suggested templates and guidance on writing an effective syllabus, please see: [http://ctl.utexas.edu/teaching/course\\_design/syllabus](http://ctl.utexas.edu/teaching/course_design/syllabus) . If you have any questions about this policy memorandum, please contact Kati Pelletier, 512-232-3312.

### **Posting Syllabi**

Additionally, instructors must upload a copy of their course syllabus and their updated CV to the University’s central repository. The upload system is quite easy and is located at <https://utdirect.utexas.edu/apps/student/coursedocs/syup/>. Once uploaded, these will be visible on the

front page of the university's web site (if you scroll to the bottom, it has a link for 'Access Syllabi and CVs'). Keep in mind that compliance with this policy is mandated by Legislative Statute from the State. The University keeps careful records of compliance by College and by Department.