**Policy Statement.** The University of North Texas (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 15.2.20, 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. This policy applies to 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.

**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 15.2.20, 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 and institutional requirements. Other topics may be included at the discretion of the faculty member.

I. **Syllabus Contents:**

   A. **State Requirements of Texas House Bill 2504**
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 15.2.5)
7. Date, time, and place of final examination
8. ADA accommodation statement (UNT Policy 18.1.14)
9. Course safety procedures for laboratory courses (UNT Policy 15.2.4)
10. Emergency notification and procedures
11. Academic integrity expectations and consequences (UNT Policy 18.1.16)

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 10.10)

Responsible Party. All instructional faculty

II. Creation, Distribution and Usage of Course Syllabi

A. Faculty must make available 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 departmental designee during the first week of the semester.
C. Faculty must upload all undergraduate course syllabi by the 7th class day to the university faculty information system to comply with state law (HB 2504).

D. Faculty must give reasonable notice to students when changes are made to a course syllabus.

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

**References and Cross-references.**
Texas House Bill 2504  
UNT Policy 10.10, Records Management and Retention  
UNT Policy 15.2.20, Academic Freedom & Academic Responsibility  
UNT Policy 15.2.4, Safety in Instructional Activities  
UNT Policy 15.2.5, Student Attendance and Authorized Absences  
UNT Policy 18.1.16, Student Academic Integrity  
UNT Policy 18.1.14, Disability in the Classroom

**Forms and Tools**
Standard Syllabus Statements

**Approved:**  
**Effective:**