

UT SYLLABUS REQUIREMENTS

Pursuant to regulations in the General Information Catalog and the Texas Administrative Code the following guidelines must be observed by instructional faculty each semester:

- **You need to provide your students a copy of your syllabus by the first day of classes.**
- **You need to post a copy of your CV and syllabus to the [Access Syllabi and CVs System](#) no later than 7 days after the first day of classes.**
 - Your Department may prefer to post this information on your behalf, in which case, your course syllabi and instructor-of-record CVs are due in your departmental office or dean's office **by the first day of class.**
- The **Faculty Innovation Center** offers a [sample syllabus](#) that includes required and recommended content. In addition, you can find an [editable syllabus template](#) on this helpful "[Your Syllabus at UT Austin](#)" page on the Provost's website.
- Continue reading to review the checklist of required and recommended components to include in your syllabus. For more information, please visit the "[Your Syllabus at UT Austin](#)" webpage.

Full links:

<https://utdirect.utexas.edu/apps/student/coursedocs/syup/>

<https://utexas.box.com/shared/static/7v13d8xarzucujwdrsyjbnbnkm3ikjks.docx>

<https://utexas.box.com/shared/static/0mcaaamikw85kcc1b1btly90j49tf45n.pdf>

<https://utexas.box.com/shared/static/x1s9okbq6x9bba82lxobmv72haelhsan.docx>

<https://provost.utexas.edu/aps-faculty/your-syllabus-at-ut-austin/>

Plus/Minus Grading

You are free to devise a rubric of your own about what constitutes a "plus" or a "minus" in your class. Here is one such rubric, based on mathematical scores, along with some language concerning the "rounding" of numbers that you may use or not choose to use on your syllabi:

Final grades will be determined on the basis of the following rubric. Please note: to ensure fairness, all numbers are absolute, and will not be rounded up or down at any stage. Thus a B- will be inclusive of all scores of 80.000 through 83.999. The University does not recognize the grade of A+.

< 59	60-63	64-66	67-69	70-73	74-76	77-79	80-83	84-86	87-89	90-93	94-100
F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A

*When you enter numerical scores and percentages into Canvas, they will automatically convert to letter grades using this schema.

Syllabus Checklist

Did you include the following required information?	Check
Course title, number, time, days, and location	
Name, contact information, and office location/office hours of instructor and, if applicable, TA (not for inclusion on the publicly posted version of the syllabus due to FERPA)	
Overview of the course, including prerequisite courses or skills, 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 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 final 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 digital and printed 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)	
Canvas site and description of any course technologies	
A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities and appropriate contact information	
Did you include the following university-recommended information?	
Caveat, such as “this syllabus is subject to change; students who miss class are responsible for learning about any changes to the syllabus”	
A notice regarding academic dishonesty. UT Honor Code (or statement of ethics) and an explanation or example of what constitutes plagiarism	
A notice regarding accommodations for religious holidays	
Information about relevant university resources for students that support both their studies and their general well-being, such as those found at the Counseling and Mental Health Center, the Sanger Learning Center, the Undergraduate Writing Center, ITS, and the Libraries	
Safety information resources, including evacuation information and links to emergency procedures in case of changes to situations on campus or course modality, as well as information about Student Emergency Services	
A schedule so students can manage their time (this can be done in Canvas instead)	
Does your syllabus use inclusive language and policies?	
List your pronouns under your name and the name(s) of your TA(s).	
Acknowledge students may share with you the pronouns they use and/or a name that is different than what appears on the official roster (see sample language in sample syllabus).	
An inclusivity/diversity statement (see sample syllabus for suggested language).	
Emphasize positive over punishing language; invitations over commands (try “You are welcome to” instead of “You are allowed to”)	
Does your syllabus encourage student engagement and active learning by doing the following?	
Describes your approaches to teaching and how they are related to the ways in which the class will be conducted (face-to-face, hybrid or blended, online)	
Aligns approach to teaching and student assessments with stated goals and outcomes	
States student roles and responsibilities of students in the learning process	
Explains the purposes of graded assignments and details how the student can be successful or where additional resources like further instructions, sample student assignments and rubrics can be found on Canvas	
Gives students opportunities to practice skills and knowledge on assignments before they are assessed	
Provides students opportunities to interact with the course content on multiple levels of thinking, e.g., comprehension, application, synthesis, evaluation	
Builds in opportunities for students to interact with the instructor and their peers	

