

## *College of Education & Human Development*

### **Minimum Syllabus Requirements**

Approved: Spring 2022

Created: Fall 2021

Next Scheduled Review: Fall 2024

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### **Guideline Statement**

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This guideline is established to provide direction regarding the minimum syllabus requirements for faculty, staff, and adjunct faculty.

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### **Reason for Guideline**

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This guideline provides the university standard for minimum syllabus requirements. Texas A&M University-San Antonio faculty members are expected to adhere to these standards when creating syllabi for their courses. In addition, the Undergraduate Curriculum Committee (UCC) will approve a syllabus attached to a Curricular Approval Request if the syllabus meets the minimum syllabus requirements outlined below.

The guideline is to ensure alignment with HB2504, and The Texas Higher Education Coordinating Board (THECB) that developed rules that require universities post certain undergraduate courses that are offered for credit on a publically accessed website. The Office of the Provost provides [the minimum syllabus requirements](#) to be posted publically.

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### **Guideline**

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1. Public Posting of Syllabus
  - 1.1 The state of Texas requires that all instructors of undergraduate courses post the course syllabus online no later than 1 week after the first day of class (see [House Bill 2504](#) and [Texas Education Code 51.974](#)). Faculty must post their undergraduate courses in the [JagWire](#) portal.
2. Electronic Syllabus Accessibility
  - 2.1 Texas A&M University – San Antonio is committed to providing equitable access to learning opportunities for all students. This includes access to electronic and information resources. Faculty members are responsible for ensuring their electronic syllabus meets accessible document standards outlined by the A&M System (see

[Accessibility of Electronic and Information Resources 29.01.04](#) and [President's Commission on Accessibility \(PCOA\)](#).

- 2.2 Faculty should implement the following guidelines to make their electronic course syllabus accessible.
  - 2.2.1 Heading Structure - The syllabus content should be structured in a hierarchical manner by using headings. Do not simply change the font size and style. Instead, use the “heading style” feature of your word processor to add headings to your document. (See [Improve Accessibility with Heading Styles](#) on Microsoft Office Support website.)
    - 2.2.1.1 Use “Heading 1” as the page title or the main content heading. In general, there should only be a single “Heading 1” in a document. Use “Heading 2” as a major section heading. Use “Heading 3” as a subheading within “Heading 2” and so on for each subsequent sublevel. Do not skip heading levels.
  - 2.2.2 Alternative Text for Images – Add alternative text for all images contained in the syllabus document. Use succinct, accurate, and equivalent description of the image content or function.
  - 2.2.3 Hyperlinks – Add descriptive link text that does not rely on the surrounding text. Keep the number of words in the link text to a minimum. Display the hyperlink as underlined text that stands out from the surrounding text. Avoid using link text that is ambiguous or dependent upon context (e.g., “click here”).
  - 2.2.4 Bullet and Numbered Lists – Use the list of numbered item feature of word processor when creating lists rather than formatting the list only with tabs and indents. Use numbered lists for a set of items presented in a sequence. Use bullet lists for a set of items that do not require sequence.
3. Course Information – A major purpose of the course syllabus is to inform students about the course, the expected deliverables, and associated grading requirements. The section outlines what information about the course must be included in each course syllabus.
  - 3.1 Catalog, Schedule, and Credit Hours
    - 3.1.1 Include course number, course title (must match Catalog), term (e.g., Spring 20XX), meeting times, and meeting location.
    - 3.1.2 Include the number of credit hours if the course is a variable credit hour course.
  - 3.2 Instructor Details

3.2.1 Include the name, office telephone, email, office hours, and office location.

### 3.3 Course Description

3.3.1 Provide a course description that closely follows the catalog description for the course.

### 3.4 Course Prerequisite

3.4.1 Include a list of course prerequisites (must match Catalog). If not prerequisites, state “None.”

### 3.5 Special Course Designation

3.5.1 Specify if the course has one (or more) of the following designations: writing intensive (WI); diversity, equity, inclusion (DEI); quantitative reasoning (QR)

### 3.6 Learning Outcomes

3.6.1 List one or more learning outcome for the course. A learning outcome is a statement regarding what the student will know or be able to do upon successfully completing the course. It must be both observable and measureable. The outcomes may include competencies developed in the course.

### 3.7 Textbook and/or Resource Materials

3.7.1 Specify the textbook and other resource materials that are required, recommended, and/or optional for the course. If no textbook or other resource materials, state “None.”

### 3.8 Grading Policy

3.8.1 Define a grading scale for the assignment of a letter grade (A through F).

3.8.2 Describe the graded items for the course.

3.8.3 Indicate weights as applicable for grade items included in calculating the course grade (e.g., exams, laboratory assignments, field student work, projects, papers, homework, class attendance, participation, and other graded activities).

### 3.9 Late Work Policy

- 3.9.1 Indicate whether or not the faculty member will accept late work.
- 3.9.2 Identify and associated penalty if the faculty member accepts late work for evaluation.

### 3.10 Course Schedule

- 3.10.1 Include a list of topics, calendar of activities, major assignment dates, and exam dates.
- 3.10.2 Identify your course delivery modality (i.e., hybrid, F2F, online).

### 3.11 Optional Course Information Items

- 3.11.1 If the course has any specific designations the faculty must detail requirements (I.e., Experiential Learning, Writing Intentional, Equity Minded/Inclusive, etc.).

## 4. University Policies

### 4.1 [Attendance Policy](#)

### 4.2 Academic Accommodations for Persons with Disabilities

- 4.2.1 The Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for individuals with disabilities. Title II of the ADA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodations for their disability. If you have a disability that may require an accommodation, please contact [Disability Support Services](#) (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and the email is [dss@tamusa.edu](mailto:dss@tamusa.edu).

### 4.3 Academic Learning Center

- 4.1.1 All currently enrolled students at Texas A&M University-San Antonio can utilize the [Academic Learning Center](#) for subject-area tutoring. The Academic Learning Center is an appointment-based center where appointments are made through the Navigate platform. Students access Navigate through JagWire in the Student Services tab. The Center is active on campus outreaching to students to highlight services offered. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu) or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

#### 4.4 Counseling Resources

- 4.4.1 As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University-San Antonio, please contact the [Student Counseling Center](#) (SCC) located in Modular C, Room 166 (Rear entrance) or call 210-784-1331 between the hours of 8 a.m. and 5 p.m., Monday – Friday. After-hours crisis support is available by calling 210-784-1331. Please contact UPD at 911 if harm to self or harm to others is imminent.
- 4.4.2 All mental health services provided by the SCC are free, confidential (to the extent permitted by law), and are not part of a student’s academic or university record. SCC provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling)

#### 4.5 Emergency Preparedness

- 4.5.1 JagE Alert is Texas A&M University-San Antonio’s mass notification system. In the event of an emergency, such as inclement weather, students, staff, and faculty who are registered in JagE Alert, will have the option to receive a text message, email, and/or phone call with instructions and updates. Register or update your information via [JagE-ALERT](#)
- 4.5.2 [Emergency Preparedness and the Emergency Response Guide](#)

#### 4.6 Financial Aid and Verification of Attendance

- 4.6.1 According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the [Office of Financial Aid](#) with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

#### 4.7 Jaguar Writing Center

- 4.7.1 [The Jaguar Writing Center](#) provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can schedule appointments with the Writing Center in JagWire under the student services tab. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website. The Writing Center can also be reached by emailing [writingcenter@tamusa.edu](mailto:writingcenter@tamusa.edu).

#### 4.8 Meeting Basic Needs

- 4.8.1 Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the [Dean of Students](#) ([DOS@tamusa.edu](mailto:DOS@tamusa.edu)) for support. In addition, you may notify the instructor if you are comfortable doing so.

#### 4.9 Military Affairs

- 4.9.1 Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, about special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person, Room 202, or to contact the [Office of Military Affairs](#) with any questions at [military@tamusa.edu](mailto:military@tamusa.edu) or (210)784-1397.

#### 4.10 Religious Observances

- 4.10.1 Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under A&M System policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

#### 4.11 Respect for Diversity

- 4.11.1 We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or

the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the classroom, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

#### 4.12 The Six-Drop Rule

- 4.12.1 Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

#### 4.13 Statement of Harassment and Discrimination

- 4.13.1 Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this statement

are encouraged to contact the appropriate offices within their respective units.

4.13.2 Texas A&M University-San Antonio faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the university. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and other healthcare providers) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about an incident of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Counseling Center](#) at (210) 784-1331, Modular C.

#### 4.14 Students' Rights and Responsibilities

4.14.1 The purpose of the following statement is to enumerate the essential provisions of students' freedoms and responsibilities to learn at Texas A&M University-San Antonio. All students are required to follow all policies and regulations as set forth by The Texas A&M University System, including the [A&M-San Antonio Student Code of Conduct](#).

#### 4.14.2 Students' Rights

4.14.2.1 A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or procedure that in any way abridges the rights of freedom of speech,



expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

4.14.2.2 Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, genetic information, or veteran status in accordance with applicable federal and state laws.

4.14.2.3 A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.

4.14.2.4 Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

#### 4.15 Students' Responsibilities

4.15.1 A student has the responsibility to respect the rights and property of others, including other students, the faculty and staff, and the administration.

4.15.2 A student has the responsibility to be fully acquainted and compliant with the University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and in the University Catalog.

4.15.3 A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.

4.15.4 A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.

4.15.5 A student has the responsibility to check their University email for any updates or official University notifications.

4.15.6 We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Behaviors

that infringe on the rights of another individual will not be tolerated.

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## **Appendices**

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Sample Accessible Syllabus

# College of Education and Human Development

## COURSE

Title of Course

Semester

## Instructor Information (Welcome)

- **Instructor:** Name
- **Office:** Location
- **Office Hours:** Times & Days *(Note: if online, explain how to access)*
- **Office Telephone:** Phone Number
- **E-mail:** E-mail address *(Note: specify your preferred contact)*

## Course Description

Enter the course catalog information.

## Prerequisite/Corequisites

Enter prerequisite information.

## Course Structure

Time of Class/Location

## Student Learning Outcomes/Objectives and/or Course Competencies

List which standards (Pedagogy and Professional Responsibilities, EC-6 Generalist, etc.)

Texas Administrative Code (if covered)

## Textbook & Course Materials

- **Required Text(s):**
  - List required course textbooks. Include detail such as the full name of the textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed.
- **Recommended Texts & Other Readings:**
  - List other readings available and where to access them.
  - Include a general statement such as other readings will be made available through Blackboard.

## How to Access Course Materials

- Log into Jagwire: <https://jagwire.tamusa.edu>
- Click on Blackboard
- Under “My Courses,” locate our course and click on it.
- XXXXX

## Technology Requirements

### Student Technical Skills Needed

Knowledge of computer skills including software applications (e.g. MS Word, PowerPoint, Blackboard, etc.) You are expected to be proficient with installing and using these basic computer skills and applications:

- Getting online
- Using an Internet browser. The IT department recommends [Mozilla Firefox](#) and [Google Chrome](#).
- Downloading, saving, opening, and printing material found online.
- Conducting Internet searches.
- Composing email/course messages and attaching documents. Need help? See [Course Messages](#)
- Posting to a discussion forum. Need help? See [Threads](#)
- Submitting work to Blackboard. Need help? See [How to Submit and Upload an Assignment](#)
- Using Microsoft Office. Need the program? It's FREE for currently enrolled students. See [Microsoft Office for Students](#).
- Taking online examinations.
- XXX
- XXX

### Electronic Devices

Your participation in class is helpful to you and to your classmates. Please do not check social media during class time; this is an important aspect of professionalism. You are invited, however, to use your device to find resources that enhance our discussion.

## Course Policies

### Attendance

### Assignments

All assignments that are submitted via Blackboard must be submitted in a readable format on university computers. If you do not know how, please find out during the first week of class. See [Submit Assignments](#).

Add all assignment details, quizzes, major projects, and exams.

Late Work: **Example:** Be sure to pay close attention to deadlines—there will be no make-up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

### Email

Will you use students' Jaguar email or Blackboard messages?

### Grading

Points	Description	Standards
#	Item 1 (List all activities, tests, etc. that will determine the students' final grade)	
#	Item 2	
100	Total Points Possible	

### Viewing Grades in Blackboard

Points you receive for graded activities will be posted to the Blackboard Grade Center. Include a statement about the timeframe of when to look for grades. **Example:** Your instructor will update the online grades each time a grading session has been complete—typically X days following the completion of an activity. You will see a visual indication of new grades posted on your Blackboard home page under the link to this course.

### Letter Grade Assignment

Include an explanation of the relationship between points earned and the final letter grade.

**Example:** Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Average
D	60-69%	Passing
F	0-59%	Failure

**Important note:** For more information about grading at TAMUSA, visit the [grading section](#) of the course catalog.

### Professionalism

If you have a concern, problem, or questions, please schedule a time to meet with me for discussion. Should the issue require further attention you must follow the [grievance policy](#).

## University Policies and Procedures

**Academic Accommodations for Persons with Disabilities:** The Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for individuals with disabilities. Title II of the ADA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodations for their disability. If you have a disability that may require an accommodation, please contact [Disability Support Services](#) (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and the email is [dss@tamusa.edu](mailto:dss@tamusa.edu).

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All mental health services provided by the SCC are free, confidential (to the extent permitted by law), and are not part of a student's academic or university record. SCC provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling)

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- Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, genetic information, or veteran status in accordance with applicable federal and state laws.
- A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
- Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

## Students' Responsibilities

- A student has the responsibility to respect the rights and property of others, including other students, the faculty and staff, and the administration.
- A student has the responsibility to be fully acquainted and compliant with the University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and in the University Catalog.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
- A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
- A student has the responsibility to check their University email for any updates or official University notifications.
- We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

### Course Schedule/Outline?

Week/ Date	Topic	Readings	Activities	Due Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

## References