



Office of the Provost and Vice President for Academic Affairs  
Division of Faculty Affairs  
Semi-Annual Reminder of Course Policies

To ensure administrative consistency in the educational experience received by students across our campus, the Office of the Provost reminds all faculty members of the following important policies.

As a matter of fulfilling one's basic professional responsibilities, each instructor of record must:

**1. Provide a syllabus for each course.**

All instructors of record (including adjuncts & GTAs so designated) must provide each student enrolled in their courses with access to a syllabus **on or before the first class meeting**. Per House Bill 2504 of the 81<sup>st</sup> Legislative Session, UT Arlington must make course syllabuses publicly available online. So that our campus complies with this requirement, the instructor of record for each course must post the syllabus to their Canvas course shell. This electronic syllabus will be posted automatically publicly in the faculty member's public profile. To help students, faculty are requested to upload the syllabus or a draft of the syllabus in each Canvas course at least two weeks before the start of the semester if possible. In addition to the required electronic version posted in Canvas, the syllabus may also be disseminated on paper.

*Responsibility for posting the syllabus is shared between the faculty member and his or her immediate supervisor; faculty members with questions or concerns should contact their department chair or school dean.*

**2. Ensure that each syllabus contains all required elements.**

Per UTA's *Handbook of Operating Procedures* (AA-FH-PO4) as informed by House Bill 2504 of the 81<sup>st</sup> Legislative Session, every syllabus must provide specific information about the instructor, course content, textbooks, major assignments, grading, attendance, etc. Moreover, Senate Bill 1726 of the 82<sup>nd</sup> Legislative Session requires that learning outcomes for each [undergraduate] course be "measurable." To ensure compliance with these mandates, instructors are encouraged to develop syllabi on the basis of the university-wide template, [https://resources.uta.edu/provost/downloads/Syllabus/Course\\_Syllabus\\_Template2.docx](https://resources.uta.edu/provost/downloads/Syllabus/Course_Syllabus_Template2.docx)

*All course syllabi must include a section on Emergency Exit Procedures. Moreover, faculty members / course instructors must review emergency exit information with their students. For more information visit [UT Arlington Procedure 7-6: Emergency/Fire Evacuation Procedures](#).*

**3. Honor the official course schedule.**

Because the University must maintain accurate records of where and when courses meet, instructors are expected to convene classes per the official schedule. Changes to a course's regular time or location must be approved by the department chair or dean, processed by the Office of Records, and entered into MyMav.

**4. Refrain from scheduling required activities outside official class meeting times.**

While our students benefit from co-curricular opportunities that supplement classroom instruction, instructors may not *require* students to participate in events outside of regularly scheduled class times unless attendance at such events has been indicated on the syllabus *and* students unable to participate are provided with a reasonable alternative means to fulfill the requirement.

**5. Respect the policy regarding Final Review Week.**

Each fall and spring, **the five class days prior to the first day of final exams** is "Final Review Week," during which time there shall be no scheduled activities such as required field trips or performances. Moreover, instructors shall not assign themes, research problems or exercises of similar scope that have a completion date during or following this week (unless specified in the syllabus); shall not give examinations constituting 10% or more of the final grade (except makeup tests & lab exams); and shall not give *any* portion of the final.

*Contrary to popular lore, course activities that you might schedule for this week need not be limited to reviewing material covered during the term and preparing for the final; you may introduce new content as you see fit.*

**6. Enter course grades on time, including 4<sup>th</sup> week, midterm and final grades.**

Each instructor of record is responsible for posting grades in Canvas or MyMav *per* published deadlines. Entering grades on time is more than a minimum standard of professional practice: it affects advising, as MyMav automatically checks student registration activity for prerequisites and financial aid. Missing grades can prevent students from enrolling in courses for which they would otherwise be eligible, thereby having a negative impact on enrollment.