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| Policies of the University of North Texas Health Science Center | Chapter 6 Faculty Affairs |
| 06.103 Course Syllabus Policy for Faculty | |

Policy Statement.

Faculty have the responsibility to provide specific educational requirements and expectations to students through a syllabus to meet SACS Commission on Colleges compliance regulations. This policy provides syllabus content guidelines for all faculty.

Students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed. Elements which should be included in course syllabi are listed below. Refer to each college/school academic dean's office for assistance with requirements or wording specific to each school/college/program.

BASIC COURSE INFORMATION

- Course title, number and section
- School, department, and program (if applicable)
- Days, time and place of class meetings
- Credit hours
- Course Coordinator or Chairperson: (where applicable)
- Prerequisite courses or skills and any other restrictions for the course

INSTRUCTOR CONTACT INFORMATION

- Name and academic title
- Office location
- Contact information: (office hours, phone number(s) and appropriate times to call, e-mail address, class listserv, special instructions)

COURSE DESCRIPTION

- Detailed Description
- Course Goal(s)
- Student Learning Objectives
- Course Calendar/Schedule

COURSE REQUIREMENTS AND EXPECTATIONS

- Textbooks, Readings, and Materials
- Project(s), paper(s), and assignment(s)
- Assessment and Grading

POLICY STATEMENTS

By including standard policy statements in the syllabus, faculty members can clearly set forth expectations of the students at the outset of the course. Below are recommended statements that should be included in the syllabus. For specific wording please refer to all UNTHSC policies that pertain to each statement or get assistance from your respective college/school/program academic dean.

Academic Integrity/Honor Code

Enrollment is considered implicit acceptance of the rules, regulations, and guidelines governing student behavior at UNT Health Science Center. It is the responsibility of the student to be familiar with all policies governing academic conduct which can be found in the UNTHSC Student Catalog, Student Policy Handbook and the Student Code of Conduct and Discipline which are located on the UNTHSC Internet at <http://www.hsc.unt.edu/Sites/DivisionofStudentAffairs/>

Academic Assistance

Students may schedule one-on-one academic assistance with faculty through in-person appointments, telephone calls or e-mail communication. Academic assistance is also available through the UNTHSC Center for Academic Performance (CAP). <http://www.hsc.unt.edu/CAP>

Attendance and Drop Procedure

Course instructors and the School's administration expect students to attend class. It is the responsibility of the student to consult with the instructor *prior* to an absence, if possible. Withdrawal from a course is a formal procedure that must be initiated by the student. Students who stop attending class and do not withdraw will receive a failing grade. Students should consult with the instructors prior to withdrawing. In some cases a perceived problem may be resolved, allowing the student to continue in the course. It is the student's responsibility to be familiar with the policies and procedures as stated in the Student Handbook and the UNTHSC Catalog located on the UNTHSC Internet at <http://www.hsc.unt.edu/departments/studentaffairs/>.

Americans with Disabilities Act

The University of North Texas Health Science Center does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (American with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. UNTHSC provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements. For assistance contact the Assistant Director, Disability Accommodations within the Center for Academic Performance at the Health Science Center. Reference Policy 7.105 Americans with Disabilities Act Protocol in the Student Policies .

Course and Instructor Evaluation

It is a requirement of all students that they are responsible for evaluating each of their courses and instructors as defined in UNTHSC Policy 7.120 Student Evaluation of Courses and Instruction. Please adhere to all guidelines established in the policy.

Course Assessment

In some instances, courses will have a course assessment that will provide immediate feedback to the course director regarding progress of the course identifying potential problems and determining if student learning objectives are being achieved. (Provide all pertinent information regarding the specifics of the groups in the syllabus as defined in UNTHSC Policy 7.120 Student Evaluation of Courses and Instruction.)

Syllabus Revision

The syllabus is a guide for this class but is subject to change. Students will be informed of any change content or exam/assignment dates.

Turnitin and the Family Education Rights and Privacy Act (FERPA) – If applicable

NOTE: UNTHSC has contracted with Turnitin.com for plagiarism detection services.

Use of Turnitin.com is entirely in the discretion of the instructor, but use of such a service requires that you provide notice (via syllabus) to your students that you are using such services. In addition, instructors who use Turnitin should be sure to remove student identifiable information from the work before sending to Turnitin or receive written permission from the student. There are two methods for using Turnitin for written assignments. Please refer to the wording guidelines and consent form located on the Faculty Affairs website at <http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/index.cfm?pageName=Turnitin>.

Application of Policy.

All teaching faculty at the Health Science Center.

Definitions.

1. Disability - "Disability" means, with respect to an individual, a mental or physical impairment that substantially limits at least one major life activity of that individual, a record of such an impairment, or being regarded as having such an impairment.

Procedures and Responsibilities.

1. An approved master syllabus must be available for each course and should be provided as part of the application for new course changes.

Responsible Party: Faculty Member

2. Provide each student in a course a copy of the class syllabus within the first week of class at the beginning of each semester.

Responsible Party: Faculty Member

3. Notify students that they must adhere to all institution-wide policies and policies which include attendance, academic integrity, plagiarism, computer, and network use.

Responsible Party: Faculty Member

4. Announce to the students that those who require special accommodations for disabilities must obtain clearance from the EEO Office at the beginning of the semester. Refer them to Student Affairs who in turn will assist them with the protocol.

Responsible Party: Faculty Member/Student Affairs

5. Provide any additional applicable course expectations regarding:
 - a. Student responsibility in their learning
 - b. Late or missed assignments
 - c. Incomplete grades
 - d. Digital copyright and intellectual property protection
 - e. Environmental, health, and safety issues.

Responsible Party: Faculty Member

References and Cross-references.

[Comprehensive Standard 3.4.5 and 4.3 of the SACS Principles of Accreditation Section 504 of the Rehabilitation Act of 1973 and 1991 Americans Disabilities Act](#)

UNTHSC Catalog at <http://www.hsc.unt.edu/catalog/>

UNTHSC Student Policy Handbook at: <http://www.hsc.unt.edu/Sites/DivisionofStudentAffairs/>

UNTHSC Policy 7.105 Americans with Disabilities Act Protocol

UNTHSC Policy 7.102 Course Syllabus

UNTHSC Policy 7.126 Student Code of Conduct and Discipline

UNTHSC Policy 7.120 Student Evaluation of Courses and Instruction

UNTHSC Policy 7.113 Family Education Rights and Privacy Act (FERPA)

Turnitin and Family Education Rights and Privacy Act (FERPA) at:

<http://www.hsc.unt.edu/Sites/OfficeofFacultyAffairs/>

Forms and Tools. (optional)

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Revised: