

Course Syllabus Policy

All course instructors must provide a course syllabus to students and comply with the following:

1. All course syllabi must be posted online, either in the course's learning management system, e.g. CANVAS, or on a GSBS web page. This policy is mandated by State law (HB 2504).
2. Course syllabi must be made available to students online on the day web registration begins, but no later than the first class meeting of the semester for continuing students (per the GSBS Academic Calendar). After the first class no changes can be made to syllabus except for changes to logistical information. If the logistical information is changed, the updated syllabus must be posted within 48 hours so that it remains current.
3. The academic content of a course syllabus remains within the province of each individual instructor to determine, subject to the program's curricular needs. However, **at a minimum**, the following elements must be included in each course syllabus:
 - the course number and name
 - the instructor's name and contact information (including email address)
 - the instructor's official office hours and location
 - the course's learning objectives and
 - the course prerequisites, if any
 - a detailed grading scheme, including types of exams/assignments and their weight in determining the final grade
 - a schedule of assignments and exams
 - the textbook, reading assignments and/or reading list
 - the course policies the instructor wishes to impose, such as attendance policies, class participation expectations, late assignment policies, etc.
 - the following UTHSCSA policy statements:

REQUESTS FOR ACCOMODATIONS FOR DISABILITIES

In accordance with policy 4.2.3, **Request for Accommodation Under the ADA and the ADA Amendments Act of 2008 (ADAAA)**, any student requesting accommodation must submit the appropriate request for accommodation under the American with Disabilities Act (ADA, form 100). to his/her appropriate Associate Dean of their School and a copy to the ADA Coordinator. Additional information may be obtained at <http://uthscsa.edu/eo/request.asp>.

ACADEMIC INTEGRITY AND PROFESSIONALISM

Any student who commits an act of academic dishonesty is subject to discipline as prescribed by the UT System Rules and Regulations of the Board of Regents. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, signing attendance sheets for another student, and any act designed to give unfair advantage to a student or the attempt to commit such an act. Additional information may be obtained at <http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/academicdishonestypolicy/>

TITLE IX AT UTHSCSA

Title IX Defined:

Title of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

University of Texas Health Science Center San Antonio’s Commitment:

University of Texas Health Science Center San Antonio (UTHSCSA) is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. As required by Title IX, UTHSCSA does not discriminate on the basis of sex in its education programs and activities, and it encourages any student, faculty, or staff member who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to immediately report the incident to the Title IX Director.

In an emergency, victims of sexual abuse should call 911. For non-emergencies, they may contact UPD at 210-567-2800. Additional information may be obtained at <http://students.uthscsa.edu/titleix/>

For Syllabus Design Best Practices see:

http://gsbs.uthscsa.edu/images/uploads/Writing_a_Syllabus_%28IDEA_Paper_No._27%29.pdf