Syllabus Statements

A course syllabus is a vital document for every class. There are several items that should be in every syllabus. See How do I create An Effective Syllabus for helpful guidance.

One important requirement is the inclusion of additional statements for student information. OP 32.06 has more comprehensive information (context/rationale) about syllabus requirements and faculty responsibility. Following is the extracted summary of syllabus statements – required, suggested, and optional inclusions. These statements should either be included on the syllabus itself or provided as an addendum.

Required Statements

ADA Statement (OP 34.22)
Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as possible to make necessary arrangements. Students must present appropriate verification from Student Disability Services during the instructor's office hours. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services office in West Hall or call 806-742-2405.

Academic Integrity Statement (OP 34.12)
Academic integrity is taking responsibility for one’s own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University (“University”) Quality Enhancement Plan, Academic Integrity Task Force, 2010]

Religious Holy Day Statement (OP 34.19)
“Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.
Strongly Suggested/Expected Statements

Classroom Civility Statement
Texas Tech University is a community of faculty, students, and staff that enjoys an expectation of cooperation, professionalism, and civility during the conduct of all forms of university business, including the conduct of student–student and student–faculty interactions in and out of the classroom. Further, the classroom is a setting in which an exchange of ideas and creative thinking should be encouraged and where intellectual growth and development are fostered. Students who disrupt this classroom mission by rude, sarcastic, threatening, abusive or obscene language and/or behavior will be subject to appropriate sanctions according to university policy. Likewise, faculty members are expected to maintain the highest standards of professionalism in all interactions with all constituents of the university. See this site for more information.

Discrimination, Harassment, and Sexual Violence Statement
Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online. Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: TTU Student Counseling Center, 806-742-3674, (Provides confidential support on campus.) TTU 24-hour Crisis Helpline, 806-742-5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.) Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, (24-hour hotline that provides support for survivors of sexual violence.) The Risk, Intervention, Safety and Education (RISE) Office (RISE), 806-742-2110, (Provides a range of resources and support options focused on prevention education and student wellness.) Texas Tech Police Department (TTU Police), 806-742-3931, (To report criminal activity that occurs on or near Texas Tech campus.)

Nice-to-have Statements

Class Completion Statement
Please note that unsuccessful completion of this class or course completion of at least 60% of the semester, may result in repayment of all or part of your student financial aid. For further information, please contact Student Financial Aid, 806-742-3681.

Resolving Student Issues
If you encounter an issue in this course you should follow the following chain of authority:
- First discuss it with the instructor of the course in an attempt to resolve the issue.
- If the issue is not resolved, or is something you do not feel comfortable discussing with the instructor, you should contact the Department Chairperson (or designee).
- Under no circumstances should you begin this process with the Dean’s Office without first consulting the Chairperson.
Incomplete Grades (I)
The grade of Incomplete (I) is given only when a student’s work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an “F” or “W.” The instructor assigning the grade will stipulate in writing, at the time the grade is given, the conditions under which the “I” may be removed. The grade of “I” will remain on the record until the faculty member submits a new grade. After one calendar year, “I” grades will change to a grade of “F.” If a student repeats the course, the appropriate grade will be given for the second registration and the Office of the Registrar will replace the “I” with an “R.”

Nondiscrimination Statement
Neither the instructor nor any student in this class will discriminate or tolerate discrimination on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. This policy extends to in-class discussions, student essays, and all other forms of communication associated with this course, to include informal conversations within the classroom but outside the parameters of this course.

Diversity Statement
By its very design, some courses may engage topics that some students might find difficult and/or controversial. It is important that the instructor and students create an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves. By promoting diversity and intellectual exchange not only mirrors society as it is but also model society as it should and can be.

LGBTQIA Statement:
Office of LGBTQIA, Student Union Building Room 201, 806.742.5433
Within the Center for Campus Life, the Office serves the Texas Tech community through facilitation and leadership of programming and advocacy efforts. This work is aimed at strengthening the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community and sustaining an inclusive campus that welcomes people of all sexual orientations, gender identities, and gender expressions.

OR

I identify as an ally to the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community, and I am available to listen and support you in an affirming manner. I can assist in connecting you with resources on campus to address problems you may face pertaining to sexual orientation and/or gender identity that could interfere with your success at Texas Tech. Please note that additional resources are available through the Office of LGBTQIA within the Center for Campus Life, Student Union Building Room 201, 806.742.5433.

Emergency Procedures
In the unlikely event of an emergency, students and faculty should follow the guidance provided at these websites (emergency websites). There is a possibility that this may include evacuation of the building or seeking shelter within the building.

Ombuds for Students
The Ombuds for Students is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. You may visit the Ombudsman in 232E of the Student Union Building or call (806) 742-SAFE.
DOCUMENTS INCLUDED

*How Do I Create An Effective Syllabus*

**OP 32.06 Faculty Responsibility**

**OP 34.12 Grading Procedures, Including Academic Integrity**

**OP 34.19 Student Absence for Observance of Religious Holy Day**

**OP 34.22 Establishing Reasonable Accommodation for Students with Disabilities**

Office of LGBTQIA

Emergency Websites  (Emergency Sites)

Student Financial Aid

**Title IX**

Counseling Center

**Voice of Hope**

RISE

TTU Police

Ethics