The Universally Designed Syllabus

Applying the principles of universal design to the development of a course syllabus facilitates the accessibility of the course and minimizes (but not eliminates) the need for accommodation. The following are the components of a universally designed syllabus.

**Introductory Information**
- Course title and number of credits
- Current year and term
- Course description
- Course rationale

**Contact Information**
- Instructor information (name, office location, telephone, email)
- Office hours
- Preferred method of contact (phone, email, face-to-face)
- Other expectations (e.g., turn around time for return of email messages)

**Prerequisites for the Course**
- Other courses
- Skills, knowledge, and experience

**Course Goals and Learning Objectives**
- Expected competencies, skills, and knowledge
- Instructor expectations of the students

**Textbooks and Readings**
- Full citations for textbooks (including ISBN) and other readings
- State whether available in electronic format

**Course Calendar or Listing of Topics**
- Reading completion dates
- Assignment due dates
- Examination dates

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Additional Materials Required
- Access to internet
- Calculator and other supplies

Grading Procedures
- How grades will be assessed
- The value (points or percentages) assigned for attendance, assignments, and examinations
- Grading scale

Course Policies
- Tardiness and absences (remember university rules regarding excused absences)
- Late assignments
- Make-up examinations
- Misconduct
- Plagiarism

Helpful Tips or Strategies
- Study tips, including academic behaviors that have helped former students succeed
- Descriptions of assignments and examinations (e.g., multiple choice, essay, short answer)
- Resources or websites (e.g., university writing center, student counseling center)

Disability Statement
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact your campus’ disability services office.

Sources:
Project PACE’s “Elements of a Universally Designed Syllabus”
TAMU Center for Teaching Excellence’s “Course Syllabus: Required and Recommended Elements”