THE FACULTY SENATE

May 15, 1997

Dr. Ray M. Bowen
President
Texas A&M University

Dear President Bowen:

At its regular meeting held May 12, 1997, the Faculty Senate approved the following Recommended Minimum Syllabus for New Graduate and Undergraduate Courses. This recommendation came from the Graduate Council and the University Curriculum Committee, and was approved by the Academic Affairs Committee at its April 21, 1997 meeting.

Sample Syllabus

1) Course Title and Number.
2) Instructor information.
3) Prerequisites.
4) Course topics/calendar.
5) Grading.
6) List of assignments, tests, etc.
7) No statements contrary to University rules regarding attendance, approved absences, etc.
8) Textbook and/or resource material listing.
9) Americans with Disabilities Act (ADA) policy statement.

Thank you for considering this item. Please inform me of your action.

Sincerely,

Steven M. Oberhelman
Speaker, 1996-97

pc: Dr. Ronald G. Douglas, Executive Vice President & Provost
Dr. Dan H. Robertson, Chair, Graduate Council
Dr. R. Bruce Simpson, Chair, Curriculum Committee
Ms. Linda F. Lacey, Director of Academic Support Services
Senator Thomas E. Wehrly, Chair, Academic Affairs Committee

APPROVED

DATE

4/11/2000

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