# TCU Syllabus Template Change Document

## ***How to use this document:***

*In order to streamline updating your syllabus from semester to semester or year to year, you can use the following information to check for changes. This allows you to copy and paste the elements needed, rather than re-copying your entire syllabus into the template each time.*

* *The* ***version number*** *(i.e. moving from Version 3 to 4) denotes large or substantive changes, including layout, accessibility needs, new sections, etc. The version number changing should signal that the instructor might want to consider downloading the template to copy their content into it again. A version change does not happen often but the changes made will be explained in this Version Update document so the instructor can decide what to do. The version number updates in parallel to the Syllabus Rubric, also found on the* [*Syllabus Resources*](https://cte.tcu.edu/syllabus-templates/) *page, so that the two work together.*
* *The* ***date behind the version number*** *(month/year, ex: 1/20) tells the instructor the last time a change was made to the template. These are usually smaller changes (such as, policy or link updates, deletions, or slight reorganizations/renaming) that may require just copying and pasting the new sentence, link, or title into your current syllabus. These may also include revisions or clarifications to the instructor commentary (the purple italic type), which instructors delete from their syllabus before giving to students and does not need to be added back into an active syllabus.*

*Each update starts on its own page and lists the two versions being compared. Please go to the latest version you used and look for the changes moving you towards the current version on page 2.*

List of changes between **Version 6 (8/22)** and **Version 6 (11/22)** (Last Update: 11/30/2022)

|  |  |  |
| --- | --- | --- |
| **Section** | **Approximate Page number on TCU Syllabus Templates Version 6 (11/22)** | **Description of Content Change** |
| Title IX | 13 | **Revision:** Updated Title IX Coordinator name and email address |
| TCU Mission Statement | 15 | **Revision:** Updated the TCU Mission Statement |

***Please make sure you have the most recent versions of the Anti-Discrimination, Title IX, and the Academic Misconduct information.***

List of changes between **Version 6 (4/22)** and **Version 6 (8/22)** (Last Update: 8/18/2022)

|  |  |  |
| --- | --- | --- |
| **Section** | **Approximate Page number on TCU Syllabus Templates Version 6 (8/22)** | **Description of Content Change** |
| Course Materials | 8 | **Updated Link**: TCU’s Network and Computer Usage policy url changed. |

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List of changes between **Version 6 (11/21)** and **Version 6 (4/22)** (Last Update: 4/12/2022)

|  |  |  |
| --- | --- | --- |
| **Section** | **Approximate Page number on TCU Syllabus Templates Version 6 (4/22)** | **Description of Content Change** |
| Important Note for the 2021-2022 School Year | 3 | **Removal**: This section was removed per the Provost Office. |
| Covid Vaccine | 3 | **Removal:** This section has been removed per the Provost Office. |
| Face Coverings | 4 | **Removal:** This section has been removed per the Provost Office. |

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List of changes between **Version 6 (8/21)** and **Version 6 (11/21)** (Last Update: 11/1/2021)

|  |  |  |
| --- | --- | --- |
| **Section** | **Approximate Page number on TCU Syllabus Templates Version 6 (11/21)** | **Description of Content Change** |
| Emergency Response Information | 15 | **Revision:** The Assistance Vice Chancellor for Public Safety has sent revised text and resource links to safety maps. Please re-copy the full section from template. |

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List of changes between **Version 6 (7/21)** and **Version 6 (8/21)** (Last Update: 8/13/2021)

|  |  |  |
| --- | --- | --- |
| **Section** | **Approximate Page number on TCU Syllabus Templates Version 6 (8/21)** | **Description of Content Change** |
| Covid Vaccine | 3 | **Addition:** This section with the QR code for the Covid vaccine reporting was added per the Provost Office from the Student Government Association (SGA). Please copy from template or disclosures document. |
| Face Coverings | 4 | **Addition:** This section was added per the Provost Office. Please copy from template or disclosures document. |
| Support for TCU Students | 13 | **Revision:** Multiple departments have had name, phone number, and location changes over the summer. Please re-copy the full section from template. |

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List of changes between **Version 6 (8/20)** and **Version 6** **(7/21)** (Last update: 7/1/2021)

| **Section** | **Approximate Page number on TCU Syllabus Templates Version 6 (7/21)** | **Description of Content Change** |
| --- | --- | --- |
| Campus Live and the Student Experience | 3 | **Revision:** Revised language was sent for this section. |
| Health and Wellness | 3 | **Revision:** Revised language was sent for this section. Please copy from template or disclosures document. |
| Face Coverings and Physical Distancing | 4 | **Removal**: This section was removed per the Provost Office. |
| Support for TCU Students | 12 | **Revision:** Name change and new location. Replace Center for Academic Services with the new information for Center for Academic Advising. Please copy from template.  **Revision:** New location for Counseling and Mental Health Center. Please copy from template. |
| Anti-Discrimination and Title IX Information | 13 | **Revision**: Revised language was sent for this section. Please copy from template or disclosures document. |
| Student Access and Accommodation | 14 | **Revision:** Revised language was sent for this section. Please copy from template or disclosures document. |
| Audio Recording Notification | 14 | **Revision:** Revised language was sent for this section. Please copy from template or disclosures document. |

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List of changes between **Version 6 (11/20)** and **Version 6** **(8/20)** (Last update: 11/1/2020)

| **Section** | **Approximate Page number on TCU Syllabus Templates Version 6 (11/20)** | **Description of Content Change** |
| --- | --- | --- |
| Health and Wellness | 3 | **Revision:** Revised language was sent for this section about the hotline phone number. |
| Face Coverings and Physical Distancing | 4 | **Revision**: Revised language was sent for this section. |
| Recording of Class Sessions | 9-10 | **Removal:** From face-to-face syllabus only, this section was removed. (However, see new addition in Student Access & Accommodation below.) |
| Support for TCU Students | 12-13 | **Revision:** Campus Life has moved to the Harrison 1600, but Center for Academic Services has remained in Sadler Hall 1022. |
| TCU Policy for Religious Observations and Holidays | 15 | **Addition**: New policy & subsection. |
| Student Access and Accommodation | 15 | **Addition:** New policy subsection added: Student Access and Accommodation Audio Recording Notification. |

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List of changes between **Version 6 (11/20)** and **Version 6** **(8/20)** (Last update: 11/1/2020)

| **Section** | **Approximate Page number on TCU Syllabus Templates Version 6 (11/20)** | **Description of Content Change** |
| --- | --- | --- |
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List of changes between **Version 6** **(8/20)** and **Version 6 (7/20)** (Last update: 8/6/2020)

| **Section** | **Page number on TCU Syllabus Template Version 6 (8/20)** | **Description of Content Change** |
| --- | --- | --- |
| Face Coverings & Physical Distancing | 4 | **Addition/Revision**: Revised language was sent for this section. |
| Recording of Class Sessions | 9 | **Addition/Revision**: Revised language was sent for this section. |

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List of changes between **Version 6** **(current)** and **Version 5 (4/20)** (last update: 4/20)

| **Section** | **Page number on TCU Syllabus Template Version 6 (7/20)** | **Description of Content Change** |
| --- | --- | --- |
| Introductory Course Information | 3 FACE-TO-FACE AND HYBRID ONLY | **Addition**: Field for Zoom access information for synchronous sessions. |
| Important Notes for the 2020-2021 School Year (New section) | 3-4 | **Addition**: Text addresses the potential of modifications to the teaching format, delivery method, or the course schedule; health and wellness information; and face coverings and physical distancing in light of health concerns related to COVID-19. |
| Technology Policies: Recording of Class Sessions | 9-10 | **Addition:** New text and policy with links to resources. |
| Support for TCU Students: Student Access and Accommodation (formerly: Statement of Disability Services at TCU) | 14-15 | **Addition:** New text and policy with links to resources.  This change also reflects the updated name for Student Access and Accommodation (replaces Student Disabilities Services). Accordingly, the section title has also been changed. |

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List of changes between **Version 5 (4/20) (current)** and **4 (1/20)** (last update: 1/2020)

| **Section** | **Page number on TCU Syllabus Template Version 5 (4/20)** | **Description of Content Change** |
| --- | --- | --- |
| Technology Policy: Course Materials | 8 | **Addition:** New text and policy with links to resources.  **Course Materials:** TCU students are prohibited from sharing any portion of course materials (including videos, PowerPoint slides, assignments, or notes) with others, including on social media, without written permission by the course instructor. Accessing, copying, transporting (to another person or location), modifying, or destroying programs, records, or data belonging to TCU or another user without authorization, whether such data is in transit or storage, is prohibited. The full policy can be found at:<https://security.tcu.edu/polproc/usage-policy/>.  **Violating this policy is considered a violation of Section 3.2.15 of the Student Code of Conduct**(this policy may be found in the Student Handbook at<https://tcu.codes/code/index/>)**, and may also constitute Academic Misconduct or Disruptive Classroom Behavior** (these policies may be found in the undergraduate catalog at <https://tcu.smartcatalogiq.com/current/Undergraduate-Catalog/Student-Policies/Academic-Conduct-Policy-Details>). TCU encourages student debate and discourse; accordingly, TCU generally interprets and applies its policies, including the policies referenced above, consistent with the values of free expression and First Amendment principles. |
| Participation / Engagement (Attendance)  (formerly: separate sections for Participation and Attendance) | 7 ONLINE TEMPLATE ONLY | **Reorganization:** The Participation and Attendance sections were collapsed into a new single section, “Participation / Engagement (Attendance).” This change acknowledges that attendance alone is not generally useful measure for distance learning courses. Rather, it may be more useful for instructors to focus on engagement with activities, late work, and expectations for any synchronous sessions (if these exist in the course). |

List of changes between **Version 4 (1/20) (current)** and **4 (7/19)** (last update: 7/2019)

| **Section** | **Page number on TCU Syllabus Template Version 4 (1/20)** | **Description of Content Change** |
| --- | --- | --- |
| Class Norms & Netiquette | 7 | **Deletion:** Broken link to “This site provides [guidance on personal media accounts and sites](http://www.uh.edu/policies/social-media/#UH%20Students%20who%20maintain%20personal%20media%20sites) (<https://tinyurl.com/PersonalMedia)>.” and accompanying text has been removed.  **Addition**: New text and link to TCU resource. “Please [review TCU’s guidelines on electronic communications](https://tcu.codes/policies/network-and-computing-policy/e-mail-electronic-communications-social-networks/) (email, text messages, social networks, etc.) from the Student Handbook. (<https://tcu.codes/policies/network-and-computing-policy/e-mail-electronic-communications-social-networks/>)” |
| Emergency Response Information | 14-16 | **Deletion:** Updated information from the Assistant Vice Chancellor for Public Safety to delete TCU Alert Message & Action table. Removed emergency exits. Removed predetermined rally point decision by instructor (see below).  **Addition:** Updated comments to instructor. Added link to L.E.S.S. is more video to replace table information. Added link to Public Safety website for rally points and seek shelter location by building. |

List of changes between **Version 4 (7/19)** and **4 (11/18)** (last update: 11/2018)

| **Section** | **Page number on TCU Syllabus Template Version 4 (7/19)** | **Description of Content Change** |
| --- | --- | --- |
| Grading Scales | 6 | **Addition**: option 1 and Option 2 grading scales now include full number ranges (example: The A- range now reads 90-93.99, rather than just 90-93). Instructors will still need to explain how / if rounding will happen for course grades. |
| Class Norms & Netiquette  (formerly: Class Netiquette: Communication Courtesy Code) | 7 | **Reorganization**: this section has been renamed Class Norms & Netiquette to provide a more comprehensive view of class communication expectations. |
| Getting Started with TCU Online | 9 | **Reorganization**: information about how to log in to TCU Online, technical requirements, and the Student Orientation Tutorial has been better sequenced.  **Addition**: information about the ongoing availability of and access to the Student Orientation Tutorial has been added. |
| Personal Settings and Notifications for TCU Online | 11 | **Deletion**: The dyslexic-friendly font has been removed by Brightspace D2L, making this font no longer an option within TCU Online. Accordingly, the mention of this font option has been removed from the syllabus template.  The company released the following statement about the issue: <https://community.brightspace.com/s/article/Intent-to-End-of-Life-Notice-for-OpenDyslexic-Font-Option-in-Account-Settings> |
| Student Success Tools for TCU Online  (formerly: Recommended App for Use with TCU Online) | 11 | **Reorganization**: this section has been re-named Student Success tools for TCU Online (was formerly Recommended App for Use with TCU Online).  **Addition**: information about ReadSpeaker (text-to-speech tools, focusing aids, and support for students when writing and proofing text) has been added. |
| Campus Offices | 11 | **Reorganization**: template now lists the preferred direct numbers for Counseling & Mental Health, Drug & Alcohol Education, and general health center queries.  **Deletion**: CDEX prefers email contact; phone number has been removed. |
| Statement of Disabilities Services | 13 | **Reorganization**: Reduced redundancy regarding accommodations not being retroactive; this section was moved to its own paragraph to highlight importance. |
| Emergency Response Information | 14 | **Reorganization**: this information has been re-formatted to take up less space. |
| Course Schedule | 15 | **Addition (online version only)**: instructor guidance text now references SACS, SARA, and federal financial aid expectations about duration of the course and regular and substantive interaction. |

List of changes between **Version 4 (11/18)** and **Version 4 (8/18**) (last update: 8/2018).

| **Section** | **Page number on TCU Syllabus Template Version 4 (11/18)** | **Description of Content Change** |
| --- | --- | --- |
| Final Exam and Other Important Dates | 3 | **Addition**: information about TCU requirement of a “final evaluative exercise” during the designated finals period. |
| Academic Misconduct | 8 | **Addition:** new subtitle to final bullet point to help instructors clarify for students which academic misconduct policies are from the TCU Code of Student Conduct and which may be instructor additions due to course, discipline, or department norms. |
| Anti-Discrimination and Title IX Policy | 11-12 | **Addition**: policy information and reporting protocol for bias incidents on campus.  **Reorganization**: Title IX policy information and reporting protocol has been moved to a bullet point beneath the policy statement paragraph. |
| Emergency Response Information | 13-14 | **Addition**: text provided by the Assistant Vice Chancellor for Public Safety regarding TCU Alert messages and recommended actions. Text was approved by the Student Government Association (SGA) for inclusion in TCU syllabi. |
| Course Schedule | 15 | **Addition**: information about TCU requirement of a “final evaluative exercise” during the designated finals period. |

List of changes between **Version 4 (8/2018)** and **Version 3 (2/18)** (last update: 2/2018).

| **Section** | **Page number on TCU Syllabus Template Version 4** | **Description of Content Change** |
| --- | --- | --- |
| Syllabus Introduction | 3 | **Deletion:** statement that syllabus represents current plans and objectives and that changes, communicated clearly, are not unusual and should be expected. (Please see additions on page 13 [Course Schedule] for revision of this statement.) |
| Final Exam and Other Important Dates | 3 | **Addition**: information about TCU requirement of a “final evaluative exercise,” information about the required scheduling of this final during the designated finals time according to the university calendar, information about the TCU policy detailing the conditions under which finals may be rescheduled. |
| Prerequisites | 4 | **Addition**: prompt to discuss how the current course can prepare students for future courses / serve as a prerequisite for advanced learning. |
| Program or Major Connections | 4 | **Addition:** statement that clearly connects how the course fits within programmatic or major requirements or meets those larger-level outcomes. |
| Additional / Supplementary Resources | 4 | **Addition**: prompt to add information about departmental tutoring opportunities. |
| Instructional Methods | 5 | **Addition**: prompt to discuss how teaching methodologies and learning activities connect to disciplinary practices. |
| Assignments | 5 | **Reorganization**: information about course policies and requirements now introduces a discussion of assignments before grading is covered. |
| Grading | 5 | **Addition**: prompt to associate each graded activity within the course to a designated course learning outcome. |
| Grading Scales | 6 | **Reorganization**: the final +/- grading scale and the final whole number grading scale are distinct options; instructors should check with their department for the expected grading scale. These grading scales include D grades; note that graduate courses do not issue D grades as final course grades. |
| Late Work | 6 | **Addition**: information about late work and make-up work in the context of university excused absences. Faculty are required to permit students to make up work missed because of Official University Absences. |
| Participation | 7 | **Addition**: prompt to communicate how class participation data will be recorded and communicated to students. |
| Netiquette | 8 | **Addition**: prompt for instructors to consider articulating class norms regarding screenshots, digital sharing, etc. as these behaviors pertain to class content and other students. |
| Technology Policy | 8 | **Addition**: prompt to include minimum technology requirements and getting help information for websites/portals other than TCU Online, if your course requires students to complete work elsewhere. |
| TCU Online | 9 | **Reorganization**: section now includes distinct subsections for Getting Started with TCU Online, How This Course Will Use TCU Online, and Getting Help with TCU Online.  **Deletion**: contact information getting TCU Online help via email was removed, as this not an efficient way for students to get help with pressing concerns – students can still use email, but chat/phone will bring quicker resolution.  **Deletion**:Binder app was removed in anticipation of D2L retiring the tool.  **Addition**: directions for getting help via chat have been updated to reflect the new Daylight layout / navigation bar. |
| Support for TCU Students | 11 | **Addition**: contact information for the Center for Digital Expression (CDeX) (817-257-7350, Scharbauer 2003). |
| Anti-Discrimination and Title IX Policy | 12 | **Addition**: Mandatory Reporter Statement from the TCU Faculty & Staff Handbook regarding disclosures related to conduct that raises Title IX or VAWA (Violence Against Women Act) issues. |
| Statement of Disability Services | 13 | **Addition**: contact information for Student Disabilities Services lists the website: <http://www.acs.tcu.edu/disability_services.asp>. |
| Course Schedule | 14 | **Addition / Reorganization**: statement about changes to syllabus now longer introduces syllabus. It is now nested above the calendar [where most course changes to the course are likely to occur during the course] and reads: This calendar represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunities. Such changes will be clearly communicated.  **Reorganization**: course schedule table layout now includes the following column headers for face-to-face classes: Date, Topic, Preparation / Homework, Class Activity.  Course schedule table layout now includes the following column headers for online classes: Date, Topic, Preparation / Reading Assignment, Learning Activity. |
| SPOT | 14 | **Addition**: new section discusses Student Perception of Teaching survey and encourages students to complete this for the course. Instructor prompt includes directions to place a reminder within the course calendar/modules to nudge students to complete the SPOT. |