

Curriculum

Curricular Changes and Textbook Adoption

Before any course may be taught, it must be cleared through the channels of the University administration and approved by the Board of Regents and the Texas Higher Education Coordinating Board. Any major change in existing courses or proposals for a new course is accomplished by the same procedures. Please see the Curriculum Development and Evaluation section of this handbook.

If a textbook is to be used in a course, it is selected by the teacher or teachers of the course in consultation with the department chair. Reasonably close correlation between the contents of the textbook and the catalog description of the course is advisable. All sections of a multi-section course are expected to use the same textbook. This should not be construed to mean, however, that a faculty member must use that textbook if the individual disagrees with the choice for substantial reasons. In such cases the faculty member shall present the reasons in writing to the chair and dean. All departments on campus should include, in the final decision-making process for selecting texts, all full-time faculty members who will be involved in teaching a multi-section course. An adoption of a text should, in most cases, be for a period of several years. The procedures for the requisition of textbooks and related instructional materials are set forth in Academic Policy Statement [860211, "University Textbook Requisition Procedure."](#)

Sam Houston State University follows the policy of The Texas State University System, Board of Regents regarding charges for outlines, syllabi and similar materials, addressed in Rules and Regulations, [Chapter V, Subsection 4.84, "Textbooks and Other Course Materials."](#)

Curriculum Development and Evaluation

The responsibility for curriculum development lies primarily with the faculty. Curriculum development typically is initiated by faculty at the departmental level and subsequently progresses through college and university reviews for internal recommendations and approval. Issues of academic content, quality and effectiveness are addressed in the curriculum development.

The [Curriculum Committee](#) is responsible for reviewing the curriculum submissions to determine if information provided for new courses is complete, to analyze proposed additions and changes in course titles to avoid possible overlap or duplication, and to work toward potential problem solutions before the matters are discussed by the [Academic Affairs Council](#). Committee members must be knowledgeable of their college's curriculum submissions and able to respond to most questions that arise.

Conflicts between the final recommendations of the Academic Affairs Council and reports originally submitted by the Deans, will be resolved individually between the Provost and Vice President of Academic Affairs and the appropriate dean. *(Continued on next page)*

The Curriculum Report which bears the endorsement of the Provost and Vice President of Academic Affairs shall be prepared in proper format and will be presented to the President by the Provost and Vice President of Academic Affairs for inclusion in The Texas State University System's Board of Regents Meeting agenda, as detailed in The Texas State University System's, Board of Regents' Rules and Regulations, [Chapter III, Subsection 5.1, "Curriculum Procedures."](#)

Prerequisite Policy

In order to ensure that instructors can present the required important course material at the appropriate level, students must demonstrate adequate preparation to take these courses. Students must meet the prerequisite requirements for a course. The Sam Houston State University Prerequisite policy is addressed in Academic Policy Statement [100428, "Prerequisite Policy"](#).

Syllabus Guidelines

The following information is to be included on all syllabi. Colleges may opt to require additional information.

Course Identification	Course Name
	Course Number
	Credit Hours
	Semester and Year
	Department
Instructor Information	Class Location
	Name
	Contact Information
Course Information	Availability
	Course Description (i.e. 400-level class for graduate credit, independent study)
	Learning Outcomes
	Required and Optional Text and other Resources
	Attendance Policy
	Grading Policy
	Make-up Policy
Required Policies	Tentative Course Outline
	Faculty may opt to link to www.shsu.edu/syllabus
	Academic Dishonesty
	Americans with Disabilities Act
	Absences for Religious Holy Days
	Visitors in the Classroom

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