

**Alsobrook, Metta P**

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**From:** faculty-bounce@utdallas.edu on behalf of nelsen@utdallas.edu  
**Sent:** Sunday, August 13, 2006 3:35 PM  
**To:** faculty@utdallas.edu  
**Cc:** Daniel, David E; Wildenthal, Bryan H  
**Subject:** [faculty] Syllabi

As I am certain all of us are aware, SACS uses syllabi not only to determine if the University is publishing student learning objectives (hence the syllabi templates) as well as to credential faculty. To simplify the process for submitting syllabi so that they can be consolidated and posted at a single site on the web, we have created a new web page that allows you to very easily submit the syllabi and that allows students and SACS to easily search for and view the syllabi. We have also placed the syllabi templates on this page.

The syllabus website is: <http://sacs.utdallas.edu/syllabi>

The actual submission page is: <http://sacs.utdallas.edu/syllabi/submit.zog> You can get to that page by hitting the tab on the syllabus website page.

The process is very simple; there is even a browse button so that you can search your computer to find a syllabus. An email will be sent to you to verify that the syllabus has been posted. All the syllabi since Fall 06 have already been posted at the site.

For those who would prefer to follow the old procedures and continue to submit their syllabi via email, you can still send them as attached documents to [syllabus@utdallas.edu](mailto:syllabus@utdallas.edu)

Thank you for helping the University with its reaffirmation process.

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