

August 26, 2024

Greetings Academic Community,

During the 2009 legislative session, the Texas Legislature passed a bill designated House Bill 2504 (HB-2504) that mandated that all public institutions of higher learning in the State of Texas make available to the public certain information concerning undergraduate academic programs. These statutory provisions are now included in Section 51.974 of the Texas Education Code (TEC).

TEC 51.974 mandates that certain information, including class syllabi, instructor-of-record Curriculum Vitae (CV) and cost of attendance (if available) must be readily accessible on the institution's website ([UNT Dallas | University of North Texas at Dallas](https://www.untDallas.edu)).

In addition, HB-2504 requires that faculty post current CV and syllabi for all courses they are teaching in each semester online no later than 7 calendar days after the start of a session. To assist you in this **mandatory requirement**, web resources, which provides syllabi templates that includes State and University required content, accessibility guidance, can be found at the following link:
<https://www.untDallas.edu/provost/academic-affairs/hb-2504-resources.php>.

Please note that the syllabus should reflect the current semester's information. As such, a previously posted syllabus is not sufficient and does not satisfy the required posting of a new syllabus. Please contact your applicable Dean if you have questions or need assistance in completing this requirement.

Please return this form to me (keith.maddox@untDallas.edu) indicating you have complied with HB-2504 within 7 days after the start of the semester.

Print Name

RICHARD A. STRONG

Signature

[Handwritten Signature]

Regards,

Keith Maddox
Chief Compliance Officer

Cc: Interim Provost, Dr. Christopher Markwood
Assistant Provost, Dr. Dawn Sales