



University at Buffalo
The State University of New York
Office of the Provost

MEMORANDUM

DATE: January 18, 2007
TO: Faculty
FROM: John T. Ho, Acting Vice Provost for Graduate Education and Dean of the Graduate School

Michael E. Ryan, Vice Provost and Dean of Undergraduate Education

SUBJECT: Course Schedule – Course Syllabi and Descriptions

Last semester, we contacted you about posting course descriptions, syllabi and websites on the course schedule. Students and faculty alike reacted positively to this addition, feeling that it encourages more responsible course selection and improved communication prior to semester start-up. In addition, early access to information on course texts helps students to take advantage of savings by ordering books through alternate sources. Many thanks to the faculty who posted their course information on the fall 2006 schedule.

As we begin the spring 2007 semester, we encourage you to add your course syllabus, course website, and/or course description to the spring 2007 course schedules.

Course Syllabi and Websites - In order to post a syllabus or add a related website to your course listing on the schedule and in MyCourses on MyUB, simply submit the information via our Web form at <http://vpue.buffalo.edu/syllabus>.

Course Descriptions – For undergraduate courses, the descriptions are taken directly from the Undergraduate Catalog. If you would like to add or modify a description in the Undergraduate Catalog and/or the course schedule, contact the person in your department responsible for your undergraduate catalog entry. Descriptions for graduate courses are provided to the Office of the Vice Provost of Undergraduate Education by Directors of Graduate Studies, Department Chairs or the designated departmental schedulers. At both levels, departments are responsible for the accuracy of the course descriptions they forward for inclusion in the schedule.

Please note that course descriptions for all sections of a course must be the same, and descriptions cannot vary from semester to semester. For that reason, all courses with variable topics, such as Special Topics, must have a course description that is generic enough to accurately represent all offerings of that course. Course syllabi and websites, however, can differ between sections and from semester to semester.

Proper course selection and accurate course expectations are crucial for student success. We urge you to contribute to our efforts by using the valuable tools we offer through the course schedule. Feel free to contact the Office of the Vice Provost of Undergraduate Education by email at vpue@buffalo.edu or by phone at 645-6003 if you have any questions or concerns. Thank you.