# Ohio Department of Higher Education Guidelines

*Best Practices for Posting Course Syllabi*

Department of Higher Education

## IMPORTANT NOTE

ODHE is not the legal counsel for institutions of higher education. This guidance is intended to help institutions identify considerations when creating course syllabi.

This document provides guidance on course syllabi requirements as specified in Ohio Revised Code 3345.029 enacted pursuant to Senate Bill 1 of the 136th General Assembly.

## OHIO REVISED CODE § 3345.029

Each state institution of higher education shall provide to the chancellor of higher education all of the following:

(A) As used in this section:

(1) "Community college" has the same meaning as in section 3333.168 of the Revised Code.

(2) "Course syllabus" means a document produced for students by a course instructor that includes all of the following:

(a) The name of the course instructor;

(b) A calendar for the course outlining what materials and topics will be covered and when during the course they will be covered;

(c) A list of any required or recommended readings for the course;

(d) The course instructor's professional qualifications.

(3) "General syllabus" means a document produced for students by a community college regarding a course that includes both of the following:

(a) A calendar for the course outlining what materials and topics will be covered and when during the course they will be covered;

(b) A list of any required or recommended readings for the course.

(4) "State institution of higher education" has the same meaning as in section 3345.011 of the Revised Code.

(B) Beginning in the 2026-2027 academic year, each state institution of higher education shall make a syllabus for each undergraduate course it offers for college credit publicly available by doing one of the following:

(1) Ensuring that each course instructor posts a course syllabus on a publicly accessible web site. Each such web site shall include the following information:

(a) The course instructor's professional qualifications;

(b) The course instructor's contact information;

(c) The course instructor's course schedule;

(d) The course syllabus for each course the instructor is currently teaching, which shall be accessible by link or download through the web site.

(2) Posting a course syllabus for each course on the institution's publicly accessible web site. Each course syllabus shall be all of the following:

(a) Accessible from the main page of the state institution's web site by use of not more than three links;

(b) Searchable by keywords and phrases;

(c) Accessible to the public without requiring user registration of any kind.

(3) If the institution is a community college, posting a general syllabus for a course on the college's publicly accessible web site. Each general syllabus shall be all of the following:

(a) Accessible from the main page of the college's web site by use of not more than three links;

(b) Searchable by keywords and phrases;

(c) Accessible to the public without requiring user registration of any kind.

(C)(1) Each state institution shall make a syllabus available in accordance with division (B) of this section not later than the first day of classes for the semester or academic term in which the course is offered.

(2) For any syllabus posted under division (B)(1) of this section that is no longer used, the course instructor shall, upon request, make that syllabus available for not less than two years after that syllabus was posted under that division.

(3) Any syllabus posted under division (B)(2) or (3) of this section shall remain posted on the state institution's web site for not less than two years after it was first posted.

(4) To the extent practicable, each state institution shall ensure that the most recently updated syllabus for each undergraduate course it offers for college credit is posted in accordance with division (B) of this section.

(D) Divisions (B) and (C) of this section do not apply to a college course that is offered through the college credit plus program established under Chapter 3365. of the Revised Code, delivered in a secondary school, and taught by a high school teacher.

(E) Each state institution shall designate an administrator to implement the institution's responsibilities under this section. The administrator may assign duties for that purpose to one or more administrative employees.

(F) Each state institution shall prepare a written report regarding its compliance with the requirements under this section for the chancellor of higher education in accordance with guidelines established under section 3345.0219 of the Revised Code.

The chancellor shall prepare a report that includes each report received from a state institution under this division.

(G) Nothing in this section shall be construed to require a publicly available syllabus to include the location or time of day at which a course is being held.

## Syllabus Content Guidance for Institutions that selected Option 2: Institution-Maintained

### OHIO REVISED CODE § 3345.029(A)(2)(a;d): Name of Course Instructor & Instructor Qualifications

"Course syllabus" means a document produced for students by a course instructor that includes all of the following:

(a) The name of the course instructor;

(d) The course instructor's qualifications.

Instructor qualifications should include instructor's degree title(s), discipline(s), and institution(s). For example:

*J. Smith*
*Ph. D., English Literature, The Ohio State University*
*Master's, Education, University of Akron*
*Bachelor's, Sociology, University of Cincinnati*
*Associate, Sociology, Cincinnati State Community College*

Qualifications at minimum should be provided for the degree(s) relevant to the subject matter of the course being taught.

### OHIO REVISED CODE § 3345.029(A)(2)(b): Course Syllabus Calendars

"Course syllabus" means a document produced for students by a course instructor that includes all of the following:

(b) A calendar for the course outlining what materials and topics will be covered and when during the course they will be covered;

A student should know what topics and course materials will be covered on a week-to-week basis. For example:

| **Week** | **Topics & Materials** |
|---|---|
| Week 1 | Chemistry of Life |
| Week 2 | Chemistry of Life (cont.) |
| Week 3 | Cell Structure and Function |

### OHIO REVISED CODE § 3345.029(A)(2)(c): Required or Recommended Readings

"Course syllabus" means a document produced for students by a course instructor that includes all of the following:

(c) A list of any required or recommended readings for the course;

Each course syllabus should include a list of all required and recommended readings. This may include, but is not limited to, textbooks, scholarly articles, instructor developed modules, periodicals, and other readings.

## OHIO REVISED CODE § 3345.029(A)(2)(b): Searchable by Keywords and Phrases

Posting a course syllabus for each course on the institution's publicly accessible web site. Each course syllabus shall be all of the following:

(b) Searchable by keywords and phrases;

The website should include a search function that allows a user to search the contents of the syllabi for a word or phrase. For example:

A search for the word “required” should yield all syllabi that contain the word “required” as a result.

## OHIO REVISED CODE § 3345.029(A)(2)(c): Publicly Accessible

Posting a course syllabus for each course on the institution's publicly accessible web site. Each course syllabus shall be all of the following:

(c) Accessible to the public without requiring user registration of any kind.

All components of a syllabus should be publicly accessible. A user should be able to access all parts of a course syllabus without any user registration or log-in.

## OHIO REVISED CODE § 3345.029(C)(1): Posting Deadline

Each state institution shall make a syllabus available in accordance with division (B) of this section not later than the first day of classes for the semester or academic term in which the course is offered.

For courses offered outside of the traditional academic calendar that begin before or after the start of a semester, the syllabi shall be made available no later than the first day of class.

## Guidance for Institutions that selected Option 3: General Syllabus – Community Colleges Only

### OHIO REVISED CODE § 3345.029(A)(3)(a): General Syllabus Calendars

"General syllabus" means a document produced for students by a community college regarding a course that includes both of the following:

(a) A calendar for the course outlining what materials and topics will be covered and when during the course they will be covered.

A student should know what topics and course materials will be covered on a week-to-week basis. For example:

| **Week** | **Topics & Materials** |
|---|---|
| Week 1 | Chemistry of Life |
| Week 2 | Chemistry of Life (cont.) |
| Week 3 | Cell Structure and Function |

### OHIO REVISED CODE § 3345.029(A)(3)(b): Required or Recommended Readings

"General syllabus" means a document produced for students by a community college regarding a course that includes both of the following:

(b) A list of any required or recommended readings for the course.

Each general syllabus should include a list of all required and recommended readings. This may include, but is not limited to, textbooks, scholarly articles, instructor developed modules, periodicals, and other readings.

### OHIO REVISED CODE § 3345.029(A)(3)(b): Searchable by Keywords and Phrases

If the institution is a community college, posting a general syllabus for a course on the college's publicly accessible web site. Each general syllabus shall be all of the following:

(b) Searchable by keywords and phrases;

The website should include a search function that allows a user to search the contents of the syllabi for a word or phrase. For example:

A search for the word "required" should yield all syllabi that contain the word "required" as a result.

### OHIO REVISED CODE § 3345.029(A)(3)(c): Publicly Accessible

If the institution is a community college, posting a general syllabus for a course on the college's publicly accessible web site. Each general syllabus shall be all of the following:

(c) Accessible to the public without requiring user registration of any kind.

All components of a syllabus should be publicly accessible. A user should be able to access all parts of a course syllabus without any user registration or log-in.

## OHIO REVISED CODE § 3345.029(C)(1): Posting Deadline

Each state institution shall make a syllabus available in accordance with division (B) of this section not later than the first day of classes for the semester or academic term in which the course is offered.

For courses offered outside of the traditional academic calendar that begin before or after the start of a semester, the syllabi shall be made available no later than the first day of class.