



**Elizabeth G. Lobo, Ph. D.**  
**Provost and Vice President for Academic Affairs**  
**Office of the Provost**

January 10, 2023

Dear Colleagues

Welcome back to Spring 2023 on the Hilltop! We look forward to the semester ahead. As you finalize your syllabi and make preparations for this academic term, I would like to ensure we all have an opportunity for clear and consistent communication.

At any time throughout the year, you can [access the required university syllabus statements at this evergreen site](#). These statements must be included in all syllabi and cover three main areas: Title IX and Disability Accommodations, SMU Attendance and Final Exam Expectations, and Student Support Services. Sharing this information on your syllabi with your students reminds them of the policies and how to access services and accommodations. All syllabi must be housed in the password-protected SMU Syllabus Library, which serves as a resource for SMU faculty, staff, and students. Throughout the last three terms, SMU has been moving to a [new Syllabus Library](#) using the *Simple Syllabus* tool, which automatically adds the required university language to all syllabi and loads directly into the Syllabus Library without faculty needing to take additional steps.

As a reminder, all 3-credit courses offered as part of the undergraduate curriculum should now have integrated three tools within Canvas:

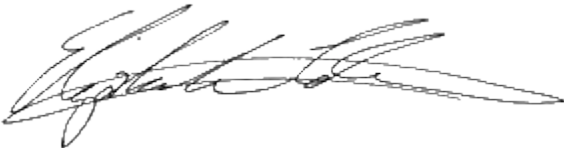
- Syllabus tool so that students have access to all their course syllabi on Canvas
- Calendar tool so that students can keep up to date on time-sensitive course information
- Gradebook tool so that students have access to their ongoing progress

Our Instructional Technology colleagues have developed a [self-help, all-in-one website](#) to support the use of these three features in Canvas. If you would like additional support, please reach out to our colleagues in the Office of Information Technology (OIT) through [your designated school/college ATSD](#).

Any courses at SMU that are taught through online modalities must have been approved by the Educational Programs Committee and fully follow the SMU Office of Global, Online and Continuing Education process and production model. In August 2022, the Faculty Senate Executive Committee, along with faculty input and in collaboration with the academic leadership team, created [guidelines \(found at this link\)](#) for the use of technology-enhanced instructional supports, such as Zoom-based instruction and recordings, for students who at times need to be absent.

Thank you for your help in promoting a strong start to the spring 2023 semester. A copy of this letter will be posted on the Office of the Provost website under "[Provost's Communications](#)" and will be linked in the next several Friday updates.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth G. Lobo". The signature is fluid and cursive, with a long horizontal stroke at the end.

Elizabeth G. Lobo, PhD  
Provost and Vice President for Academic Affairs  
Southern Methodist University  
<https://www.smu.edu/provost>

**World Changers Shaped Here**