



Vice Provost for
Teaching and Learning

To: Department Heads, Academic Associate Deans and Instructors
From: Jenna L. Rickus, Senior Vice Provost for Teaching and Learning
Re: Read Senior Vice Provost Jenna Rickus's memo on syllabus compliance with HEA 1001
Date: Monday, August 18, 2025

Dear Purdue instructors,

As shared in the Fall 2025 syllabus letter, [House Enrolled Act 1001](#) now asserts that *“A faculty member shall prepare and post on the institution's website a syllabus for each course the faculty member is teaching.”*

What does this mean for you?

If you are teaching in Fall 2025, you need to post a public syllabus for each of your classes within one week of the first day of class of the relevant course term.

How to post your syllabus:

As outlined in the [Fall 2025 Syllabus Guidelines](#), please upload your syllabus to Course Insights, which can be found under the Faculty tab in [myPurdue](#). Course Insights will pre-populate upload links for every course you teach. When uploading, be sure to **uncheck** the box that asks, “Does this document need to be restricted?”

What should be included?

The required syllabus components for your public facing syllabus include: Course information, Course Description, Learning Resources/ Texts, Learning Outcomes, Types of Assignments/Assessment and Grading Scale.

What should not be included?

In the public facing syllabus, instructors need not include personal contact information, nor information regarding details of time, location, or other information that identifies a faculty member, staff, or student's personal schedule or whereabouts.

Instructors should also not include [intellectual property](#), including that retained by the instructor, that is not authorized for public release.

Future improvements:

We recognize that this guidance may result in extra time and extra steps for you as an instructor. As such, we are working on the implementation of a new technical solution and true syllabus template that will improve the teaching and learning experience for instructors and students alike, while also meeting our state requirements. Expect communication on this project as the 2025-26 academic year unfolds.

If you have questions, reach out to innovativelearningteam@purdue.edu.

Best,

Prof. Jenna L. Rickus

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