

A&S Syllabus Guidelines

General Course Information

- Full and accurate title of the course.
- Number of credit hours

- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Contact information for teaching/graduate assistant, etc. (if applicable)
- Preferred method for reaching instructor
- Office phone number and address
- UK email address
- Office hours (days, times, location) or how to make appointment. For distance-learning courses, provide virtual office hours, preferred method of communications, and maximum timeframe for responding to student communications.

Course Syllabi Components

- Bulletin Course Description (Must match the bulletin). Description should include course fees and field trips.
- Course prerequisites
- Skill/Technology requirements, if applicable. If specific technical/digital literacy skills or software are required, the syllabus must describe these.
- Measurable Student learning outcomes.
- Learning outcomes reflect the level of the course.
- Course goals/objectives.
- Required materials (textbook, lab materials, etc.).
- Summary description of the components that contribute to the determination of course grade. The syllabus must include language that describes to students how their grades will be calculated. As applicable, include the following: a list of activities with enough description for students to understand the course requirements; the factors used in determining grades (e.g., absences, required interactions, or late assignments); and due dates (if applicable, include a caveat that due dates can be changed and explain under what circumstances they can be changed).
- Mechanics of submissions, if applicable. The syllabus must explain if assignments must be submitted via a certain method (e.g., via email or a specific software program or file type).
- Differentiation in assignments and/or grading scale for undergraduate vs. graduate students.
- Policy on return of assignments, if applicable. See SR 5.2.5.1.
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s). Final examination information: date, time, duration and location.
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for *undergraduate* students.
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for *graduate* students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.).
- Midterm grades, if undergraduate students are enrolled in the course. See SR 6.1.3.1 and the University Calendar
- Submission of late assignments. Submission of late assignments and late policies. The syllabus should explain if late assignments are accepted for unexcused absences and if there are penalties or time limits regarding work submitted after the due date. (Per SR 5.2.5.2.2, within some guidelines, late assignments must always be accepted for excused absences.) See SR 5.2.5.2.2.
- Permissible assignments that are due during Prep Week. See SR 5.2.5.6.

Links/Course Policies

- **Academic Policy Statement-** Academic Policy Statements are applicable to all courses, such as policies on excused absences, religious observances, accommodations due to disability, and non-discrimination and Title IX requirements. Instructors may either insert the full narrative of the Academic Policy Statements into a syllabus or include the URL/hyperlink to the Academic Policy Statements web page (<https://www.uky.edu/universitysenate/acadpolicy>).
- **Academic Offenses-** Instructors for courses with undergraduate and graduate students must either insert the full language of the Senate Rules on academic offenses (SR 6.3.1, “Plagiarism,” and 6.3.2, “Cheating,” and 6.3.3, “Falsification or Misuse of Academic Records”) in a syllabus or include the URL/hyperlink to the web page with this language. (<https://www.uky.edu/universitysenate/ao>)
- **Diversity, Equity, and Inclusion-** Policy on diversity, equity, and inclusion. Instructors must include a URL to or text of a statement on diversity, equity, and inclusion approved by a relevant faculty body. The Senate Council-approved syllabus statement on diversity, equity, and inclusion or any other equivalent faculty body-approved statement will meet this requirement (<https://www.uky.edu/universitysenate/syllabus-dei>).