

# University Senate Syllabi Guidelines

## General Course Information

Full and accurate title of the course.  
Departmental and college prefix.

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.  
Preferred method for reaching instructor.  
Office phone number.  
Office address.  
UK email address.  
Times of regularly scheduled office hours and if prior appointment is required.

## Course Description

Bulletin Course Description (Must match the bulletin)  
Reasonably detailed overview of the course.  
Measurable Student learning outcomes.  
Course goals/objectives.  
Required materials (textbook, lab materials, etc.).  
Outline of the content, which must conform to the Bulletin description.  
Summary description of the components that contribute to the determination of course grade.  
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.).  
Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus.  
Policy on academic accommodations due to disability. Standard language is below:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/DisabilityResourceCenter>.

## Course Policies

Attendance.  
Excused absences.  
Make-up opportunities.  
Verification of absences.  
Submission of assignments.

Academic integrity, cheating & plagiarism.  
Classroom behavior, decorum and civility.  
Professional preparations.  
Group work & student collaboration.