



Colleagues,

As we prepare for the beginning of the semester, I am writing to inform you of [new University Senate requirements regarding course syllabi](#). The regulations were developed in response to issues related to course syllabi arising during the curricular approval process as well as in response to situations that the Ombud's office regularly adjudicates. While it is likely that many syllabi are already mostly compliant, the new requirements will hopefully make syllabi easier to navigate for both instructors and students.

Effective Fall 2021, there is a comprehensive list of required components that instructors must address in every syllabus (i.e., course prefix and number, list of activities/exams, grading scale, and required materials), as well as three UK-specific requirements: 1) academic policy statements, 2) rules regarding academic offenses, and 3) a statement on diversity, equity, and inclusion.

- **Required components:** All syllabi must address a series of required components, which are described in detail on the Senate's [Course Syllabus](#) page.
- **Campus-wide University Senate policies:** All syllabi must include either the URL to or a copy of the Senate's page on [Academic Policy Statements](#).
- **Academic offenses:** All undergraduate and graduate syllabi must include either the URL to or a copy of the Senate's page on [Academic Offenses](#). All professional syllabi must inform students of applicable academic offenses policies, but there is not a Senate-maintained URL for these courses.
- **Statement on diversity, equity, and inclusion:** All syllabi must include either a URL to or a copy of a faculty body-approved statement on diversity, equity, and inclusion (DEI). The Senate Council approved a [Syllabus Statement on Diversity, Equity, and Inclusion \(DEI\) Statement](#), but instructors can utilize another faculty-approved DEI statement.

The Senate also provides information about [Resources Available to Students](#), which instructors may choose to incorporate into their syllabi. There is also a Senate-maintained page with sample language regarding [Optional Components of a Course Syllabus](#), such as classroom behavior policies, course material copyright statement, and classroom recording policy. To help instructors comply with these requirements, the University Senate provides a [Syllabus Template](#).

Aaron

Aaron M. Cramer

Chair, University Senate Council
Kentucky Utilities Professor of Electrical
and Computer Engineering
aaron.cramer@uky.edu