Academic Affairs Policy Statement No. 13
Course Syllabus Policy

1. Reference

a. Southern Association of Colleges and Schools, Principles of Accreditation, 9.6 and 10.1.

2. Objective

Students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

3. Master Syllabi

A master syllabus must be available for each course. The master syllabus will include items a-i listed below. The master course syllabus will be provided as part of the application for new courses and for course changes (when the nature of the proposed change affects the course syllabus) and will be included on the course application submitted through the automated course approval process (CAPA). Elements of a master syllabus include:

a. Course title and number as they appear on the course application.

b. Course description as it appears on the approved course application in CAPA.

c. Prerequisites, corequisites, and cross-listings for the course, if applicable.

d. Course objectives or expected learning outcomes for students of the course. If a course is approved to fulfill a University-wide requirement, the learning outcomes for that requirement should be stated on the syllabus.

e. Topical outline for the course.

f. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest. The three professional schools, School of Law, College of Veterinary Medicine, and College of Pharmacy, may reference their own academic honesty policies.

g. The syllabus must include this statement:

   UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." A Culture of Honesty, the University's policy and procedures for handling cases of suspected dishonesty, can be found at www.uga.edu/ovpi. *Every course syllabus should include the instructor's expectations related to academic honesty.*

The syllabus must include this statement:

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

4. Course Syllabi

Faculty are responsible for ensuring the course syllabus is accessible to all students. A course syllabus is not required for dissertation, thesis, seminar, directed study, and internship courses. In addition to the information as it appears in the master syllabus, the course syllabus will include information for the specific teacher and body of students. The course syllabus will include the items a-f listed below. Department chairs/heads have final approval of the course syllabus and may authorize a faculty member to modify the course syllabus if (a) expected learning outcomes are not modified, and (b) all required elements of a course syllabus are present. Elements of a course syllabus include items a-g listed above and the following:

a. Principal course assignments, such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted.

b. Specific course requirements for grading purposes, which may include written and oral tests and reports, research papers, performances or other similar requirements, and/or participation requirements.

c. Grading Policy: Specify how the final grade will be determined with respect to weights or course points assigned to various course requirements.

d. Attendance Policy: Any specific requirements for attendance should be stated.

e. Required course material, including texts.

f. Policy for make-up of assignments/examinations.

In addition to the above elements of a course syllabus, the instructor should add for each section taught: (a) instructor name, and (b) instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

5. Course Syllabi for Online Courses

In addition to the information above, the course syllabi for online courses (courses with an E-suffix) should also include the following:

a. Instructor Name

b. Instructor Accessibility to Students: e-mail address, telephone number, when the instructor will be available online, how frequently the instructor will respond to e-mail from students.

c. Principal Course Assignments: Specify how assignments should be submitted and in what format. Outline how the course will function and what will be expected of the student.

d. Specific Course Requirements for Grading Purposes: Written and oral tests and reports, research papers, performances, or other similar requirements, participation requirements, if any.

e. Participation Policy: Specify the participation policy for the course. State whether the course will be asynchronous, synchronous, or a combination. If there are specific requirements for online participation, these should be stated; if online participation is to be weighted for the final grade, the syllabus should state what the weight or course points will be.

> Indicate if the course will be primarily:
> - Asynchronous
> - Synchronous
> - Both asynchronous and synchronous

f. Required Course Material, Including Texts: Include Technology Requirements and Required Technical Competence

g. Exam Policy/Policy for Make-up Examinations: Specify how exams will be administered and how the identity of the student will be verified for exam purposes.

6. Student Access to Previous Course Syllabi

Departments and programs will make the course syllabus of the most recent offering of each course under each instructor readily available for inspection by students who may wish to enroll in the course in the future. Departments and programs will make these course syllabi available to students on a website accessible by students.

Instructors should submit a syllabus via the online syllabus system each semester. The Office of Instruction will make these course syllabi available in the *Bulletin*.

Academic Affairs Policy Statement No. 13
Course Syllabus Policy

1. Reference

2. a. Southern Association of Colleges and Schools, Principles of Accreditation, 9.6 and 10.1.

~~Southern Association of Colleges and Schools, Principles of Accreditation, 3.4.5., 3.7.1.~~

2.3. ~~Definition~~Objective

Students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

3.4. **Master Syllabi**

A master syllabus must be available for each course. The master syllabus will include items a-~~g~~-i listed below. The master course syllabus will be provided as part of the application for new courses and for course changes (when the nature of the proposed change affects the course syllabus) and will be included on the course application submitted through the automated course approval process (CAPA). ~~A master course syllabus must be on file in the Office of the Vice President for Instruction for each approved course.~~Elements of a master syllabus include:

a. Course title and number as they appear on the course application.

b. Course description as it appears on the approved course application in CAPA.

c. Prerequisites, corequisites, and cross-listings for the course, if applicable.

d. Course objectives or expected learning outcomes for students of the course. If a course is approved to fulfill a University-wide requirement, the learning outcomes for that requirement should be stated on the syllabus.

e. Topical outline for the course.

f. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest. The three professional schools, School of Law, College of Veterinary Medicine, and College of Pharmacy, may reference their own academic honesty policies.

g. The syllabus must include this statement:

~~As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at: https://ovpi.uga.edu/academic-honesty/academic-honesty-policy. Lack of knowledge of the~~

*academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.*UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." A Culture of Honesty, the University's policy and procedures for handling cases of suspected dishonesty, can be found at www.uga.edu/ovpi.

h. Every course syllabus should include the instructor's expectations related to academic honesty.

i.

The syllabus must include this statement:

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

4.5.   ~~Class~~ Course Syllabi

Faculty are responsible for ~~providing each student in a course with a copy of the class syllabus~~ensuring the ~~class~~course syllabus is accessible to all students. A ~~class~~ course syllabus is not required for dissertation, thesis, seminar, directed study, and internship courses. In addition to the information as it appears in the master syllabus, the ~~class~~ course syllabus will include information for the specific teacher and body of students. The ~~class~~course syllabus will include the items ~~h ma~~-f listed below. Department chairs/heads have final approval of the ~~class~~ course syllabus and may authorize a faculty member to modify the ~~class~~ course syllabus, if (a) expected learning outcomes are not modified, and (b) all required elements of a course syllabus are present. Elements of a ~~class~~ course syllabus include items a-g listed above and the following:

a. Principal course assignments, ~~(~~such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted~~)~~.

b. Specific course requirements for grading purposes, which may include ~~(e.g.,~~ written and oral tests and reports, research papers, performances or other similar requirements, and/or participation requirements ~~ if any)~~.

c. Grading Policy: Specify how. ~~How~~ the final grade will be determined with respect to weights or course points assigned to various course requirements.

d. Attendance Policy: Any specific requirements for attendance should be stated. ~~If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.~~.

e. Required course material, including texts.

f. Policy for make-up of assignments/examinations.

In addition to the above elements of a course syllabus, the instructor should add for each section taught: (a) instructor name, and (b) instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

5.6.   ~~Class~~Course Syllabi for Online Courses

In addition to the information above, the ~~class~~course syllabi for online courses (courses with an E-suffix) should also include the following:

a. Instructor Name

b. Instructor ~~A~~accessibility to ~~S~~students: e-mail address, telephone number, when the instructor will be available online, how frequently the instructor will respond to e-mail from students.

c. Principal Course Assignments: Specify how assignments should be submitted and in what format. Outline how the course will function and what will be expected of the student.

d. Specific Course Requirements for Grading Purposes: Written and oral tests and reports, research papers, performances, or other similar requirements, participation requirements, — if any.

e. Participation Policy: Specify the participation policy for the course. State whether the course will be asynchronous, synchronous, or a combination. If there are specific requirements for online participation, these should be stated; if online participation is to be weighted for the final grade, the syllabus should state what the weight or course points will be.

> Indicate if the course will be primarily:
> - Asynchronous
> - Synchronous
> - Both asynchronous and synchronous

f. Required Course Material, Including Texts: Include Technology Requirements and Required Technical Competence

g. Exam Policy/-Policy for Make-up Examinations: Specify how exams will be administered and how the identity of the student will be verified for exam purposes.

6.7.   Student Access to Previous Course Syllabi

Departments and programs will make the ~~class~~ course syllabus of the most recent offering of each course under each instructor readily available for inspection by students who may wish to enroll in the course in the future. Departments and programs will make these ~~class~~ course syllabi available to students on a web-site accessible by students.

Instructors should submit a syllabus via the online syllabus system each semester. The Office of ~~the Vice President for~~ Instruction ~~shall~~ will make these course syllabi available ~~on the World Wide Web.~~ in the *Bulletin*.

~~Students with disabilities who require reasonable accommodations in order to participate in course activities or meet course requirements should contact the instructor or designate during regular office hours or by appointment.~~