

COURSE SYLLABUS POLICY

Subject: Course Syllabus Policy

Reference:

University of Georgia *Academic Affairs Policy Manual* Section 4.01-12
Commission on Colleges, Southern Association of Colleges and Schools, 1998
Criteria for Accreditation Standard 4.2.4

"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" (Standard 4.2.4, SACS Commission on Colleges).

Master Syllabi. A master syllabus must be available for each course. The master syllabus will include items 1-7 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:

1. Course title and number as they appear on the course application.
2. Course Description as it appears on the course application.
3. Prerequisites, corequisites, and cross-listings for the course.
4. Course Objectives or expected learning outcomes for students of the course.
5. Topical Outline for the course.
6. 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 syllabus must include this statement:

All academic work must meet the standards contained in "A Culture of Honesty." Each student is responsible to inform themselves about those standards before performing any academic work.

7. 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.

Class Syllabi. Faculty are responsible for providing each student in a course with a copy of the class syllabus. In addition to the information as it appears in the master syllabus,

the class syllabus will include information for the specific teacher and body of students. The class syllabus will include items 8-13 listed below. Department Chairs have final approval of the class syllabus and may authorize a faculty member to modify the class 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 1-7 listed above and the following:

8. 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).
9. Specific course requirements for grading purposes (e.g., written and oral tests and reports, research papers performances or other similar requirements, participation requirements -- if any).
10. Grading Policy. How the final grade will be determined with respect to weights or course points assigned to various course requirements.
11. Attendance Policy. 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.
12. Required course material, including texts.
13. Policy for make-up of 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).

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 syllabi available to students on a web site accessible by students.

The Office of the Vice President for Instruction shall make these course syllabi available on the World Wide Web.

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.