

Course Syllabus Policy

The University Council has approved a policy that requires a syllabus for each course. The following information should be included in the syllabus:

1. Course objectives or expected learning outcomes of the course.
2. Topical outline for the course.
3. 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.” Students are responsible for informing themselves about those standards before performing any academic work.

The link to more detailed information about academic honesty can be found at:

<http://www.uga.edu/ovpi/honesty/acadhon.htm>

4. The syllabus must also include this statement: The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
5. 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).
6. 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).
7. Grading Policy. How the final grade will be determined with respect to weights or points assigned to various course requirements.
8. 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.
9. Required course material, including texts.
10. Policy for make-up of examinations.
11. 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).

The full policy on providing a syllabus may be found at

<http://www.curriculumsystems.uga.edu/Policies/CourseSyllabusPolicy.pdf>.

University policy also requires that the class course syllabus be available to students on the Web. The dean's office of each school and college maintains a URL for this purpose. Faculty are responsible for providing a copy of the syllabus to their department office (or to the their dean's office if in a college or school without departments). Either the department or the dean's office will then place the syllabus on the URL of the college or school. This policy was developed to comply with requirements imposed by the University's accrediting body.

Three University policies focus on final examinations. University policy requires that final examinations be held for courses as scheduled and listed in the University final examination schedule for each semester. Provision is also made for "mass" exams where several sections of a course are scheduled at one time, usually in the evening during exam week. These are also listed in the final exam schedule for University classes. University policy indicates that no time and date departures from the examination schedule should occur without prior approval of the dean of the school or college and the Vice President for Instruction. Similar advance approval also must be obtained to administer standardized, departmental "mass" examinations to groups of students enrolled in the same course that are not already listed in the final examination schedule. The relevant policy may be found at: <http://www.bulletin.uga.edu/bulletin/ind/finalexam.html>. The final exam schedule for spring semester is located at: http://www.reg.uga.edu/or.nsf/preview/Spring_Exam_Schedule

A second examination policy pertains to students with three final examinations scheduled on the same calendar day or two examinations at the same time. Students in this situation may petition an instructor to reschedule one exam at a different time. If one of the conflicting final examinations is a "mass" exam, then that examination should be rescheduled first. The policy providing for this, including links to the petition and what the student must include in it may be found at: <http://www.curriculumsystems.uga.edu/FinalExamConflicts/FinalExamConflicts.html>

A third policy pertains to mandatory assignments, tests, and quizzes during Reading Days and the final instructional day of a course. Reading Days are designed to provide time for students to prepare for final examinations. No mandatory assignments scheduled for completion during the Reading Days, either for course work or extra-curricular or co-curricular activities, shall be given to students by University personnel. Exceptions for good cause can be made to this policy by the Vice President for Instruction, with the endorsement of the instructor's department head and dean. Nothing in this policy limits the ability of instructors to schedule optional study reviews for their students during these days. No tests or quizzes are to be administered on the final instructional day of a course. The relevant policy may be found at: http://bulletin.uga.edu/bulletin/ind/Acad_ReadingDays.html

All of these policies have been developed over time with wide faculty input. They are designed to enhance the quality of the academic experience of students. Thank you for your help in providing this information to faculty and others with classroom responsibilities.