|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Details** | | | | | | | |
| Course Prefix and Number: | | |  | Proposer Name: |  | | |
| Course Title: | |  | | Proposer Email/Phone: | |  | |
| College: |  | | | Date of Review: |  | | |
|  | | | | | | | |
| **Basic Information** | | | | | | | |
| 1. Course prefix and number in Curriculog and syllabus match | | | | | | | Yes  No |
| 1. Full title of the course in Curriculog and syllabus match | | | | | | | Yes  No |
| 1. Course housed in academic/educational unit | | | | | | | Yes  No |
| 1. Course is not an obvious duplication of another course already offered on campus[[1]](#footnote-1) | | | | | | | Yes  No |
| 1. Course prerequisites are enforceable[[2]](#footnote-2) | | | | | | | Yes  No  N/A |
| 1. Course prerequisites in Curriculog and syllabus match[[3]](#footnote-3) | | | | | | | Yes  No  N/A |
| 1. Course description in Curriculog and syllabus match[[4]](#footnote-4) | | | | | | | Yes  No |
| 1. Number of credit hours in Curriculog (whole numbers) and contact hours[[5]](#footnote-5) match | | | | | | | Yes  No |
| 1. Meeting pattern in Curriculog and syllabus match (see SR 10.6) | | | | | | | Yes  No |
| 1. Repeatability, multiple registrations within a semester, and variable credit are correctly requested[[6]](#footnote-6) | | | | | | | Yes  No  N/A |
| 1. *[For course changes, only]* The series of checkboxes describing the types of changes matches the types of changes proposed elsewhere in the form. | | | | | | | Yes  No  N/A |
| 1. *[For course changes, only]* Course descriptions in Curriculog and syllabus match description in Schedule of Classes (unless description is changing) | | | | | | | Yes  No  N/A |
| 1. *[For new courses, only]* Course descriptions in Curriculog and syllabus match | | | | | | | Yes  No  N/A |
| 1. *[For undergraduate graduation composition and communication requirement (GCCR) courses, only]* Includes: draft/feedback/revision process for at least one required GCCR assignment; an oral or visual assignment in which students create at least one significant visual/electronic artifact; and an assignment requiring demonstration of information literacy in the discipline[[7]](#footnote-7) | | | | | | | Yes  No  N/A |
| Continued…. | | | | | | | |

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| --- | --- |
| **Syllabus Review[[8]](#footnote-8)** | |
| *Section 6 of the Senate Rules describes minimum information that must be included in a syllabus. Use the boxes below to note if the attached syllabus includes a particular component (“Yes”), or if the proposer must revise the syllabus and add it (“No”)* | |
| 1. *[For course changes, only]* Full and accurate title of course corresponding to the title in the Schedule of Classes | Yes  No  N/A |
| 1. Course prefix, course number, and course section number | Yes  No |
| 1. Instructor’s contact information[[9]](#footnote-9) |  |
| 1. Instructor office location | Yes  No |
| 1. Instructor office phone number including area code | Yes  No |
| 1. Instructor official UK email address | Yes  No |
| 1. In-person or virtual office hours (days, times, location) and/or how to make appointment | Yes  No |
| 1. *[For distance learning courses, only]* Instructor’s preferred method of communication | Yes  No  N/A |
| 1. *[For distance learning courses, only]* Maximum time frame for responding to student communications | Yes  No  N/A |
| 1. Required materials for the course, e.g. textbooks, required readings/films, etc. are listed | Yes  No |
| 1. Associated expenses other than “required materials,” such as the cost of a field trip, proctoring fees, or polling software devices, if applicable | Yes  No  N/A |
| 1. Skill/Technology requirements, if applicable (If specific technical/digital literacy skills or software are required, the syllabus must describe these) | Yes  No  N/A |
| 1. Student learning outcomes |  |
| 1. Student learning outcomes are measurable[[10]](#footnote-10) | Yes  No |
| 1. Student outcomes reflect the level of the course | Yes  No |
| 1. Student learning outcomes align with course components and assessments | Yes  No |
| 1. Assignments/assessments reflect the level of the course | Yes  No |
| 1. Descriptive list of activities, exams, and grading scheme that describes how grades will be calculated. As applicable, include: list of activities with enough description for students to understand the course requirements; factors used in determining grades (e.g., absences, required interactions, or late assignments); and due dates (if applicable, include a caveat that due dates can be changed and explain under what circumstances they can be changed) | Yes  No |
| 1. Mechanics of submissions, if applicable. (Syllabus must explain if assignments must be submitted via a certain method, e.g. via email or a specific software program or file type) | Yes  No  N/A |
| 1. Policy on not returning assignments, if applicable | Yes  No  N/A |
| 1. Grading scale, e.g. undergraduate, P/F, or graduate | Yes  No |
| 1. *[For 400G- and 500-level courses, only]* Expectations of graduate students and differentiation from undergraduate students | Yes  No  N/A |
| 1. Midterm grades, if undergraduate students are enrolled in the course (see [University Calendar](https://www.uky.edu/registrar/content/academic-calendar) for specific date) | Yes  No  N/A |

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| --- | --- |
| **Syllabus Review, continued** | |
| 1. Tentative course schedule. At a minimum include due dates of major assignments and exams. (More detailed information must also be provided, either within the syllabus or located on another platform, such as Canvas). | Yes  No |
| 1. Course activities outside of regularly scheduled class-required interactions, if applicable. Include special events, field trips, and required synchronous meetings for distance learning courses. | Yes  No  N/A |
| 1. Policy on diversity, equity, and inclusion. Instructors must include a URL to or text of a statement on diversity, equity, and inclusion approved by a relevant faculty body. The Senate Council-approved [syllabus statement on diversity, equity, and inclusion](https://www.uky.edu/universitysenate/syllabus-dei) or any other equivalent faculty body-approved statement will meet this requirement (<https://www.uky.edu/universitysenate/syllabus-dei>). | Yes  No |
| Language describing academic offenses | |
| 1. *[For undergraduate- and graduate-level courses, only]* Link to, or copy and paste of, [Academic Offenses Rules for Undergraduate and Graduate Students](https://www.uky.edu/universitysenate/ao) | Yes  No  N/A |
| 1. *[For professional courses, only]* Program’s rules on academic offenses or link to a webpage with that information | Yes  No  N/A |
| 1. Resources. If applicable, the syllabus should describe [Resources Available to Students](https://www.uky.edu/universitysenate/student-resources), such as UK’s distance learning library services and proctoring information | Yes  No  N/A |
|  | |
| **Items Related to Academic Policy Statements** | |
| 1. URL/hyperlink to, or copy and paste of, [Academic Policy Statements](https://www.uky.edu/universitysenate/acadpolicy) | Yes  No |
| 1. Acceptable documentation for excused absences[[11]](#footnote-11), e.g. a letter from an institution or medical provider, or published information | Yes  No |
| 1. Policy for absences due to major religious holidays, if applicable. | Yes  No  N/A |
| 1. Submission of late assignments and late policies, including explanation whether late assignments are accepted for unexcused absences and if there are penalties or time limits regarding work submitted after the due date (within some guidelines, late assignments must always be accepted for excused absences) | Yes  No |
| 1. Attendance policy for course, if applicable[[12]](#footnote-12). Unless an attendance policy is described in the syllabus, students cannot be penalized for lack of attendance. | Yes  No  N/A |
| 1. Language related to Prep Week and Reading Days[[13]](#footnote-13) (see [University Calendar](https://www.uky.edu/registrar/content/academic-calendar) for specific dates) |  |
| * 1. Permissible assignments that will be due during Prep Week, if applicable | Yes  No  N/A |
| * 1. Schedule of activities does not include required interactions on Reading Days | Yes  No  N/A |
|  | |
| **Distance Learning (if applicable)** | |
| 1. Curriculog discusses/affirms timely interactions between students and the instructor | Yes  No |
| 1. Curriculog describes comparable experiences for DL and in-person students | Yes  No |
| 1. Curriculog describes methods to ensure integrity of student work are included | Yes  No |
| 1. Curriculog describes DL students’ access to equivalent (in-person) services | Yes  No |
| 1. Curriculog describes how course requirements ensure students use appropriate learning resources | Yes  No |
| 1. Curriculog explains how DL students access laboratories, facilities, equipment, etc. | Yes  No |
| 1. Curriculog describes how to resolve technical complaints and that process is described the same way in the syllabus | Yes  No |
| 1. *[If not using technologies supported by UK Online and/or ITS]* If not using technology services provided by UK Online/ITS, Curriculog describes how services will be provided to DL students | Yes  No  N/A |

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| **Reviewer’s Notes** |
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**Appendix A**

Definitions

The Senate has unequivocal oversight of course prerequisites and corequisites. Any change relating to academic preparedness and student achievement must be approved by Senate.

Prerequisite: Applies to every course section and every student and pertains to system-measured educational achievement that suggests certain academic preparedness. In SAP, this is currently known as an “extended booking rule.”

Corequisite: A type of prerequisite that directs a student to take one or more courses concurrently. If a student has already taken one of the courses, the corequisite requirement will have already been met. In SAP, this is also known as an “extended booking rule.”

Local unit faculty have the ability to apply other restrictions to a course, many of which are used to control enrollment for reasons unrelated to academic preparedness. See Appendix B for more detail.

Booking rule: Used to limit enrollment in a course based on characteristics other than those related to academic achievement and educational preparedness.

Course note: Provides additional information about a course. Can be used as a stand-alone note but should be used every time a booking rule is in effect so that students understand any restrictions that will limit their ability to enroll in the course (e.g. “junior standing or above” or restriction related to a certain major or minor).

**Appendix B**

Characteristics of Prerequisites, Booking Rules, and Course Notes

Below is a table describing the various characteristics of prerequisites, booking rules, and course notes. Booking rules and course notes provide a way for units to have non-prerequisite language included in the Schedule of Classes. Use this table to determine if the unit is proposing a prerequisite, or if the proposal should be revised and the information instead be placed in a booking rule or course note.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Prerequisite (a.k.a. “extended booking rules”)** | **Booking Rules** | **Course Notes** |
| Requires Senate approval | ✓ |  |  |
| Relates to educational achievement and academic preparedness of the student | ✓ |  |  |
| Enforced for every section | ✓ |  |  |
| Able to restrict based on test score | ✓ |  |  |
| Able to restrict based on completion of previous course | ✓ |  |  |
| Able to restrict based on achievement of specific test score (AP, SAT, etc.) | ✓ |  |  |
| Able to restrict based on a student having earned a specific grade in a prior course | ✓ |  |  |
| Carries over from one semester to another | ✓ | ✓ |  |
| Can be modified (by unit) at any time |  | ✓ |  |
| Has customized app in myUK |  | ✓ |  |
| Allows restriction based on classification (freshman, junior, etc.) |  | ✓ |  |
| Allows restriction based on enrollment in a major |  | ✓ |  |
| Allows restriction based on enrollment in a minor |  | ✓ |  |
| Allows restriction based on college |  | ✓ |  |
| Enforced for single section or various sections or all sections |  | ✓ | ✓ |
| Describes booking rule restrictions so students are aware of limits |  |  | ✓ |
| Can be modified (upon request to Registrar) at any time |  |  | ✓ |

Access UK’s Registrar site for detailed information: <https://registrar.uky.edu/course-scheduling-resources>

1. This is to the best of your knowledge; advice from the council/committee can be sought. [↑](#footnote-ref-1)
2. Enforceable prerequisites are those that are: based on a score from a recognized exam or test (ACT, etc.); based on a student having taken a UK course while enrolled at UK; or based on enrollment in a specific program. Requests to add prerequisites that are based on course section or hours of previous coursework are not enforceable and must be removed. See Appendices A & B for more detail about prerequisites and how proposers can apply non-academic restrictions (based on major, student classification, etc.) outside of the Senate. [↑](#footnote-ref-2)
3. Syllabus does not have to list the prerequisites, but if they are listed, they must match. [↑](#footnote-ref-3)
4. Syllabus description can be longer and/or more detailed. [↑](#footnote-ref-4)
5. Contact hours per credit hour vary by type. For lecture and seminars, it is a 1:1 ratio (1 hour of lecture=1 credit hour). For lab, it is 2:1 (2 hours of lab = 1 credit hour). For practicum and research, it is 3:1 (3 contact hours per week = 1 credit hour). Other types can be checked in Senate Rules 10.6. [↑](#footnote-ref-5)
6. Proposers who request repeatability also often want the course to allow multiple registrations within the same semester and may also need to have included a request for variable credit. Proposers often select variable credit and repeatability, but forget to also ask for multiple registrations within the same semester. A careful reading of the syllabus can help a reviewer realize that a proposer neglected to select all necessary options in Curriculog. [↑](#footnote-ref-6)
7. Effective Fall 2023, GCCR requirements have been revised and simplified. [↑](#footnote-ref-7)
8. The syllabus template is available on the Senate’s [Syllabus Template](https://www.uky.edu/universitysenate/syllabus-template) page. [↑](#footnote-ref-8)
9. If an instructor has not yet been identified, it is reasonable to have “TBA” in these fields. [↑](#footnote-ref-9)
10. The Senate provides a quick link to [Bloom’s Taxonomy of Cognitive Learning (and action verbs)](https://www.uky.edu/universitysenate/blooms-taxonomy-cognitive-learning) that may be appropriate for student learning outcomes. [↑](#footnote-ref-10)
11. Students with an excused absence have at least one week after they return to class to produce an excuse; the instructor MUST work with the student to allow the student to complete the missed work, ideally within the same semester. [↑](#footnote-ref-11)
12. An attendance policy is not required, but if one is present, it cannot conflict with the Senate Rules. If a syllabus does not have an attendance policy, then one does not exist (i.e., a student cannot be penalized for absences if there is no attendance policy in the syllabus). [↑](#footnote-ref-12)
13. The only students not automatically subject to Prep Week are those in the following programs: MD, DMD, PharmD, and JD. [↑](#footnote-ref-13)