

# Syllabus Guidance and Checklist

## The Syllabus

A syllabus is an important communication document between instructors and students. It provides students with both course level and university level information to help them succeed in the course and at UK. The required syllabi components and recommendations are in the [Administrative Regulations for Academic and Student Affairs, 6.1.2.](#)

Syllabi must be made available to students by the third day of class in fall and spring, or the first day of class in compressed terms. Students have the right to receive the syllabus in writing. Electronically posted syllabi must remain posted for the entire term.

Below are the minimal requirements from the University. Instructors may choose to include additional information, sequence the requirements differently, and tailor the content to their teaching style and disciplinary norms.

## Requirements

### Course Information

- ✓ Title
- ✓ Prefix, course, and section number
- ✓ Description
- ✓ Student learning outcomes
- ✓ Required materials (e.g., books, films)
- ✓ Other Expenses (e.g., proctoring fees)
- ✓ Course activities outside of regularly scheduled course days/times out of class interactions (e.g., field trip)

### Instructor Information

- ✓ Name
- ✓ Office location
- ✓ UKY email address
- ✓ Office hours (in person and/or virtual)
- ✓ How to set appointments
- ✓ Preferred communication method
- ✓ Timeframe for responses

### Academic Requirements and Instructor Expectations

- ✓ Skill and technology requirements
- ✓ Attendance policy\*
- ✓ Policy for absences due to major religious holidays\*
- ✓ List of activities, assignments, and exams with description, deadlines, and grading schemes
- ✓ Mechanics of submissions
- ✓ Policy on grade return
- ✓ Grading scale
- ✓ Midterm grades
- ✓ Submission of late assignments and policies on late assignments
- ✓ Prep week and permissible assignments
- ✓ Acceptable documentation for excused absences
- ✓ URL/Link or copy and paste [academic offenses](#)

### Tentative Schedule

- ✓ Must include major due dates
- ✓ Include a link to the appropriate [Academic Calendar](#)

## University Policies and Student Support

(Required to include links in Syllabus. This will also be available in "Student Policies and Academic Support" Canvas Tab)

- ✓ URL/hyperlink to [Academic Policy Statements](#)
- ✓ URL/hyperlink to [Mental Health Resources](#)
- ✓ URL/hyperlink to [Academic Support](#)
- ✓ URL/hyperlink to [Disability Resource Center](#)
- ✓ URL/hyperlink to [Academic Ombud](#)
- ✓ URL/hyperlink to [Classroom Emergency Preparedness and Response information\\*](#)

\*These requirements may not apply to asynchronous online courses.

Note: Programs and colleges should include information as required by their respective accrediting agencies in syllabi.

## Optional Information

- ✓ Instructor may choose to include [classroom recording and course copyright information](#).
- ✓ Instructor may choose and include an AI policy. See [AI Policy guidance and examples](#).

## Special Course Requirements

- ✓ If a **400G or 500 level**: Differentiate between undergraduate and graduate expectations for 400G and 500 level courses.
- ✓ If a **Graduate level course**: You may include [Professional Enhancement Resources](#).
- ✓ If a **UK Core courses**: You should include the following information:
  - A statement that the course satisfies a UK Core area and list which area
  - The Student Learning Outcomes of the course that align with the UK Core area's Student Learning Outcomes
  - Course assignment map that demonstrates how UK Core Student Learning Outcomes will be met through the course
- ✓ If a **Distance Learning course**: You should include:
  - Contact information for Information Technology Services customer service center:  
**Web:** [Tech Help Center Customer Services](#)  
**For urgent matters:** 859-218-HELP (4357)  
**For non-urgent matters:** [Customer Services Assistance Request form](#) or chat at [Tech Help Center](#)
  - Contact information for Distance Learning services:  
**Email:** [distancelearning@uky.edu](mailto:distancelearning@uky.edu)  
**Phone:** 859-257-3377
  - Information on Distance Learning Library Services  
**Web:** [Distance Learning Services](#)  
**Phone:** 859 218-1240  
[Interlibrary Loan Service](#)

## Additional Syllabus Resources

- For additional resources on developing effective syllabi and best practices, [schedule a consultation with CELT](#).
- For distance learning or courses with online components, you can [request help from UK Online](#).
- Consult with CELT for ideas to increase your students' engagement with the course syllabus.