

Title: Course Syllabi

Category: Academic Affairs

Responsible Cabinet Member: Provost

Purpose

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.

Scope

This policy defines the responsibilities of course instructors to communicate to their students in writing about the course content, design, expectations, communication methods, assignments and assessment of learning.

Policy

Syllabi must be made available to students no later than the first or second class meeting of the term, and similarly for part-of-term courses. Students have the right to receive the syllabus in writing. Electronically posted syllabi must remain posted for the entire term.

The minimal requirements for all course syllabi are below. Instructors may choose to include additional information, sequence the requirements differently and tailor the content to their teaching style and disciplinary norms.

Course Information

- Title
- Prefix, course, and section number
- Approved course description
- Student Learning Outcomes
- Required Materials
- Other Expenses
- Course Activities outside of regularly scheduled course days/times

Instructor Information

- Name
- Office Location
- UKY email address
- Office Hours
- How to set up 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 descriptions, 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 of [academic offenses](#)

*These requirements may not apply to asynchronous online courses.

Tentative Schedule

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

University Policies and Student Support

NOTE: Instructors are required to include links in syllabi, when links are provided. This information will also be available in the “Student Policies and Academic Support” Canvas Tab.

- Student Well-Being Statement

UK has resources to enhance your well-being and mental health. Visit <https://studentsuccess.uky.edu/well-being> to see services. Most are covered by your student fees though you should consult with each website. Those of interest may include:

- (TRACS) Triage, Referral, Assistance, and Crisis Support to talk with a clinician for mental health support and referral to counseling services. <https://studentsuccess.uky.edu/tracs>
- The Center for Support and Intervention (CSI) for someone to guide you through campus resources and/or if you need an explanation for an extended absence. <https://studentsuccess.uky.edu/center-support-and-intervention>
- University Health Service (UHS) for managing primary physical care and other medical issues. See their website to determine if UHS is best for your needs and schedule appointments. <https://ukhealthcare.uky.edu/university-health-service>
- University Behavioral Health Service (UBH) for managing psychiatric conditions, diagnostic testing and medication management. [UHS Mental Health | UK Healthcare](#)
- The Disability Resource Center for accommodation requests, based on diagnosed disabilities. <https://studentsuccess.uky.edu/well-being>
- The Collegiate Recovery Program, for people in or exploring recovery from addiction. <https://studentsuccess.uky.edu/power/services/collegiate-recovery-program>

Please consider opportunities to use these services that do not conflict with your course attendance. If there are extenuating circumstances that you would like to discuss, please contact me at the information provided on this syllabus.

- URL/hyperlink to [Academic Policy Statements](#)
- URL/hyperlink to [Mental Health Resources](#)
- URL/hyperlink to [Academic Support](#)
- URL/hyperlink to [Academic Ombud](#)

Classroom Emergency Preparedness and Response Information (for more information, please see: <https://provost.uky.edu/instructor-resources>)

Certain courses that fit into special categories have additional syllabus requirements.

UK Core Courses

- 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

Distance Learning Courses

- Contact information for Information Technology Services customer service center:
 - Web: <http://techhelpcenter.uky.edu/customerservices>
 - For urgent matters: 859-218-HELP (4357)
 - For non-urgent matters: [Customer Services Assistance Request form](#) or chat at techhelpcenter.uky.edu.
- Contact information for Distance Learning services:
 - Email: distancelearning@uky.edu
 - Phone: 859-257-3377
- Information on Distance Learning Library Services:
 - Web: <https://libraries.uky.edu/DLLS>
 - Phone: 859-218-1240
 - Interlibrary Loan Service: <https://libraries.uky.edu/ILL>

Graduate Level, 400G, and 500 Level Courses

- Graduate-level courses may include [Professional Enhancement Resources](#).
- If 400G- or 500-level, differentiate between undergraduate and graduate expectations for 400G and 500 level courses.

All course instructors may choose whether to include the following optional components in the syllabus.

Classroom Recording and Course Copyright (for more information, please see: <https://provost.uky.edu/instructor-resources>)

Artificial Intelligence (AI) Policies

Refer to the [AI policies](#) provided by CELT for guidance.

Accreditation Information

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