The University of Georgia

University Council
Athens, Georgia 30602

March 26, 2010

UNIVERSITY CURRICULUM COMMITTEE – 2009-2010
Mr. David E. Shipley, Chair
Agricultural and Environmental Sciences - Dr. Timothy L. Foutz
Arts and Sciences - Dr. Roxanne Eberle (Arts)
Dr. Rodney Mauricio (Sciences)
Business - Dr. James S. Linck
Ecology - Dr. James W. Porter
Education - Dr. Yvette Q. Getch
Environment and Design - Mr. Scott S. Weinberg
Forestry and Natural Resources - Dr. Sarah F. Covert
Family and Consumer Sciences - Dr. Jan M. Hathcote
Journalism and Mass Communication - Dr. Wendy A. Macias
Law – No representative
Pharmacy - Dr. Keith N. Herist
Public and International Affairs - Dr. Jerome S. Legge
Public Health – Dr. Phaedra S. Corso
Social Work - Dr. Patricia M. Reeves
Veterinary Medicine - Dr. K. Paige Carmichael
Graduate School - Dr. Malcolm R. Adams
Undergraduate Student Representative – Cameron Secord
Graduate Student Representative – Lauren King

Dear Colleagues:

The attached proposal for a revised Academic Affairs Policy Statement No. 13, Course Syllabus, will be an agenda item for the April 2, 2010, Full University Curriculum Committee meeting. The policy has been revised to clarify that dissertation, thesis, seminar, directed study, and internship courses do not require a class syllabus.

Sincerely,

David E. Shipley, Chair
University Curriculum Committee

cc: Professor Jere W. Morehead
Dr. Laura D. Jolly

COURSE SYLLABUS POLICY

Academic Affairs Policy Statement No. 13

1. 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~~
Southern Association of Colleges and Schools, Principles of Accreditation, 3.4.5., 3.7.1

2. Definition

~~"~~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)."~~

3. Master Syllabi

A master syllabus must be available for each course. The master syllabus will include items a-g 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:

a. Course title and number as they appear on the course application.

b. Course description as it appears on the course application.

c. Prerequisites, corequisites, and cross-listings for the course.

d. Course objectives or expected learning outcomes for students of the course.

e. Topical outline for the course.

f. 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:

As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at: www.uga.edu/honesty. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

g. 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.

4. Class Syllabi

Faculty are responsible for providing each student in a course with a copy of the class syllabus. *A class syllabus is not required for dissertation, thesis, seminar, directed study, and internship courses.* 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 the items h-m 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 a-g listed above and the following:

h. 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).

i. 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).

j. Grading Policy. How the final grade will be determined with respect to weights or course points assigned to various course requirements.

k. 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.

l. Required course material, including texts.

m. 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).

5. 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.