



UNIVERSITY OF GEORGIA

College of Environment + Design Syllabus Policy

DEFINITION

Students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods to be employed.

MASTER SYLLABI

An up to date master syllabus must be available for each course. The master course syllabus must be on file in the Office of the Vice President for Instruction for each approved course. Elements of a master course syllabus include:

- A. Instructor name and instructor accessibility to students (such as office hours, office location, telephone number, and/or email address.)
- B. Course title and number as they appear in CAPA.
- C. Course description as it appears in CAPA.
- D. Prerequisites, corequisites, and cross-listings for the course.
- E. Course objectives or expected learning outcomes for student of the course.
- F. Topical outline for the course.
- G. Principle 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.)
- H. Specific course requirements for grading purposes (e.g. written and oral tests, reports, research papers, projects, performances, participation requirement, or other similar requirements).
- I. Grading Policy. How the final grade will be determined with respect to weights or course points assigned to various course requirements.
- J. 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 stat what the weight or course points will be.
- K. Required course material, including textbooks.
- L. Policy for make-up examinations.
- M. 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 <https://honesty.uga.edu/Academic-Honesty-Policy/> Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation.” Questions related to the course assignments and the academic honesty policy should be directed to the instructor.
- N. The syllabus must include the statement: “The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.”

The CED follows syllabus policy is based on University of Georgia Academic Affairs Policy Statement #13. <https://provost.uga.edu>