

Course Syllabus Template

This template was created by the Center for Teaching and Learning for use by members of the UGA instructional community, as an aid to creating course syllabi. It is based on the requirements of UGA policy and established best practices in teaching and learning. Additions from the University System of Georgia are embedded.

How to Use this Template

1. Delete the content on this first page.
2. Replace **<highlighted text>** with content for your course (and remove the highlighting!).
3. Delete items not relevant to your course (e.g., TA info is only relevant if you have TAs).
4. Use the [MS Word Accessibility Checker](#) and resolve any flagged items.
5. Save your file, upload it to the [Syllabus System](#), and add it to your course in [eLC](#).

Helpful Resources

BUILDING SYLLABUS CONTENT

- [CTL Syllabus Checklist](#) & [UGA Syllabus Policy](#)
- [List of Instructional Days](#) (available as .xlsx download)
- [Accessibility Checklist](#)
- [Course Approval Process Automation](#) (CAPA)
- [Writing Student Learning Outcomes](#)
- [Athena](#) (class schedules & course information)
- [Courses filling Core Curriculum requirements](#) & [Core Curriculum Learning Outcomes](#)
- [Sample Course Policies](#)
- [Expectations & Tone in Syllabus Construction](#)

KEY UNIVERSITY POLICIES & PRACTICES

- [Grading System](#)
- [Attendance Policy](#)
- [Final Examination Policy](#)
- [Final Instructional Day & Assessments](#)
- [Field Trip Policy](#)
- [Syllabus System](#)

Need More Help? Notice an Error?

Contact the Center for Teaching and Learning via <https://ctl.uga.edu/contact/>.

Course Syllabus

XXXX 1234: Course Name (Section YY)

Semester (e.g., Fall 2024)

Cross-listed as **XXXX 1234**

Pre-requisites: **<list of pre-requisites>**

Co-Requisites: **<list of co-requisites>**

Course Meeting Times

Class Meeting Time: **<days of the week & time of class>**

Class Meeting Location: **<building & room number>**

Lab Meeting Time & Location: **<day, time, building & room number>**

Recitation Meeting Time & Location: **<day, time, building & room number>**

Studio Meeting Time & Location: **<day, time, building & room number>**

Instructor & TA Information

Instructor: **<full name of instructor, as you would like to be addressed by students>**

Email: **<@uga email address or direct to email via eLC>**

Phone: **<office phone number (if desired)>**

Office Hours: **<time & location>**

Website: **<link to personal or professional website>**

<Explanation of best ways to contact the instructor, and the timeframe within which emails will be returned.>

Teaching Assistant: **<full name of TA/grader, as they should be addressed by students>**

Email: **<@uga email address or direct to email via eLC>**

Phone: **<office phone number (if desired)>**

Office Hours: **<time & location>**

Website: **<link to personal or professional website>**

<Explanation of best ways to contact the TA(s), and the timeframe within which emails will be returned.>

Course Description & Details

<Official course description from CAPA>

<Additional details and descriptions intended to spark student interest and appreciation for the relevance of the course, share your enthusiasm for the subject, etc.>

COURSE-LEVEL LEARNING OUTCOMES

Upon successful completion of this course you should be able to:

- <outcome 1>
- <outcome 2>
- <outcome 3>
- <outcome 4>

This course also fulfills the following University-wide learning outcomes:

- <list Core Curriculum Outcomes associated with your course>

COURSE TOPICS

- <list high-level topics that will be covered in the course>

Required Course materials

TEXTBOOK

<textbook information, including ISBN>

ADDITIONAL MATERIALS

<list required lab supplies, field equipment, etc.>

TECHNOLOGY

<list required hardware, software and/or technology subscriptions>

Assessment and Grading

Course Assignments & Requirements	Due Date	Portion of Final Grade
<complete table with each course requirement that contributes to a student's grade>	<include week # of due date>	

Specific course requirements for grading purposes

See eLC for more information about each course requirement.

PROCTORED EXAMS, MISSED EXAMS, LATE ASSIGNMENTS, & RE-GRADING REQUESTS

<articulate clear directions for missed or late assignments, make-up exams, and how you will handle re-grading requests. Aim for a tone that is kind but clear, and that specifies the conditions under which assignments may be turned in late or students may complete a make-up for a course requirement. See our [Sample Course Policies document](#) for some examples.>

SACSCOC guidance (Standard 10.6c) states if an instructor requires that a student take an examination and that the student must pay a fee for the proctoring of the assessment, that the student is informed of that cost obligation at the **time of course registration**. Course scheduling officers can add comments to the notes in Banner for the course so that students can be made aware of this obligation. Instructors are encouraged to include that information in the course syllabus

EXTRA CREDIT OPPORTUNITIES

<if applicable, provide information about extra credit opportunities here>

FINAL GRADES

<explain or list how each grade, A-F, will be assigned based on student work>

Course Statements & Policies

UGA Honor Code

"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." A Culture of Honesty, the University's policy and procedures for handling cases of suspected dishonesty, can be found at honesty.uga.edu.

<expectations related to academic honesty, and behaviors unique to your course that are or are not permitted. See [Sample Course Policies document](#) for some examples.>

Accommodation for disabilities

If you plan to request accommodations for a disability, please register with the *Accessibility & Testing*. They can be reached by visiting Clark Howell Hall, calling 706-542-8719 (voice) or 706-542-8778 (TTY), or by visiting <https://accessibility.uga.edu/>.

Attendance & Participation Policy

<articulate your policy for class attendance and participation. See [Sample Course Policies document](#) for some examples.>

Use of AI in this Course

UGA's policy is that the use of AI for coursework is not permitted unless explicitly authorized by me (your course instructor) ahead of time. In this class <insert your AI use policy. See [Sample Course Policies](#) document for some examples.>. **NOTE THAT A STATEMENT ON AI USE IN COURSES IS MANDATORY**

UGA Well-being Resources

UGA Well-being Resources promote student success by cultivating a culture that supports a more active, healthy, and engaged student community.

Anyone needing assistance is encouraged to contact Student Care & Outreach (SCO) in the Division of Student Affairs at 706-542-8479 or visit sco.uga.edu. Student Care & Outreach helps students navigate difficult circumstances by connecting them with the most appropriate resources or services. They also administer the Embark@UGA program which supports students experiencing, or who have experienced, homelessness, foster care, or housing insecurity.

UGA provides both clinical and non-clinical options to support student well-being and mental health, any time, any place. Whether on campus, or studying from home or abroad, UGA Well-being Resources are here to help.

- Well-being Resources: well-being.uga.edu
- Student Care and Outreach: sco.uga.edu
- University Health Center: healthcenter.uga.edu
- Counseling and Psychiatric Services: caps.uga.edu or CAPS 24/7 crisis support at 706-542-2273
- Health Promotion/ Fontaine Center: healthpromotion.uga.edu
- Accessibility & Testing: <https://accessibility.uga.edu/>

Additional information, including free digital well-being resources, can be accessed through the UGA app or by visiting <https://well-being.uga.edu>.

Disclaimer

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Course Schedule & Activities

Date	Topic	Before Class Action Items	After Class Action Items
<populate table with schedule for the semester>			

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Course Syllabi for Online Courses

In addition to the information above, the course syllabi for online courses (courses with an E-suffix)

should also include the following:

- Instructor Name
- Instructor Accessibility to Students: email address, telephone number, when the instructor will be available online, how frequently the instructor will respond to email from students.
- Principal Course Assignments: Specify how assignments should be submitted and in what format. Outline how the course will function and what will be expected of the student.
- Specific Course Requirements for Grading Purposes: Written and oral tests and reports, research papers, performances, or other similar requirements, participation requirements, if any.
- Participation Policy: Specify the participation policy for the course. State whether the course will be asynchronous, synchronous, or a combination. If there are specific requirements for online participation, these should be stated; if online participation is to be weighted for the final grade, the syllabus should state what the weight or course points will be.
- Indicate if the course will be primarily (a) Asynchronous; (b) Synchronous; (c) Both asynchronous and synchronous.
- Required Course Material, Including Texts: Include Technology Requirements and Required Technical Competence
- Exam Policy/Policy for Make-Up Examinations: Specify how exams will be administered and how the identity of the student will be verified for exam purposes.