








SYLLABUS CHECKLIST



This checklist provides guidance on items you can and should include on your UGA syllabus. The asterisk (★) indicates a UGA requirement for all UGA syllabi; the  icon indicates a requirement for online courses (courses with an E-suffix). All other items are recommended as best practices for effective teaching, with some room for choice and relevance considerations along the way. See [UGA's Syllabus Policy](#) and the CTL's suite of syllabus resources for additional guidance and support. Prior to the start of the semester, you should upload a copy of your syllabus to <https://syllabus.uga.edu/> and post it in eLC.


✓	★	Course Information
	★	Course title, course number, section number
		Semester (Fall/Spring/Summer) and academic year
		Format (face-to-face, blended, online etc...)
		Whether the course will be primarily asynchronous, synchronous, or both
		Meeting times and locations
		Lab/discussion/studio times and locations (if applicable)
	★	Pre-requisites, co-requisites and cross-listings (if applicable)

✓	★	Instructor Information
	★	Full name
		Title
	★	Instructor accessibility (e.g., contact information office hours and location of office)
		Email address, telephone number, when you will be available online, & how frequently you will respond to emails from students
		Best way to communicate with you
		Email preferences and policies
		Personal professional/academic website (if applicable)

✓	★	Course Description & Details
	★	Course description (as appears on approved application in CAPA)
		Additional course description information (to engage students and capture their attention)
	★	Course-level student learning outcomes
	★	University-wide learning outcomes (for courses approved to fill a University-wide requirement)
		Program-level outcomes (department/college-level)
	★	Topical outline for the course
		Detailed schedule of activities for the course, noting official college breaks and due dates
		Outline how the course will function and what will be expected of the student

✓	★	Course Materials
	★	Required course materials (e.g., textbooks, lab supplies, field equipment, etc.). Include ISBN of required textbooks (for accessibility purposes).
		Recommended texts and resources
		Technology and software requirements (e.g., TopHat, calculators, SPSS, etc.)
		Technology requirements and required technical competence
		Course website or eLC instructions

✓	★	Assessments & Grading
	★	List of all course assignments and requirements contributing to a student's grade, including the week of the course in which these assignments are expected to be completed and submitted.
		Brief description of each graded item (to help students calibrate their expectations).
		Specification of how assignments should be submitted and in what format.
		Specification of how exams will be administered, and how students will be verified for exam purposes
	★	Grading policy, specifying how final grades will be determined with respect to weights or course points assigned to various course requirements
		Overall grading scheme
		Grading scale (e.g., A- = 90%)
		Extra credit opportunities

✓	★	Course Statements and Policies
	★	Academic Honesty – include this statement: <i>UGA Student 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.¹</i>
	★	Academic Honesty: explanation of behavior unique to your course that could be academically dishonest, and your expectations related to academic honesty.
		Accommodations for Disabilities (e.g., <i>If you plan to request accommodations for a disability, please register with the Disability Resource Center. They can be reached by visiting Clark Howell Hall, calling 706-542-8719 (voice) or 706-542-8778 (TTY), or by visiting http://drc.uga.edu.</i>) See https://drc.uga.edu/sample-access-statements/ for additional examples.
	★	Attendance policy
	★	Disclaimer: <i>The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.</i>
		Artificial intelligence (AI): a statement detailing whether use of AI tools is allowed. The default rule is that students may NOT use AI on their coursework unless it is explicitly authorized.
		Expectations you have for your students and/or expectations your students can have for you and for each other
		FERPA Notice (e.g., <i>The Federal Family Educational Rights and Privacy Act (FERPA) grants students certain information privacy rights. See the registrar's explanation at reg.uga.edu/general-information/ferpa/. FERPA allows disclosure of directory information (name, address, telephone, email, major, activities, degrees, awards, prior schools), unless requested in a written letter to the registrar.</i>)
		Links to relevant campus resources (see the OVPI website for suggestions)
	★	Make-up procedures for exams and assignments
		Participation policy
		Participation Policy stating whether the course will be asynchronous, synchronous, or a combination + specific online participation requirements + weight of participation in final grade.
		Teaching philosophy or teaching approach
		Tips for success in the course
		Use of Technology in class
	★	Well-being Resources – include the statement provided on page 3 of this document

¹ The School of Law, the College of Veterinary Medicine, and the College of Pharmacy may instead reference their own academic honesty policies.

UGA Well-being Resource Statement

UGA syllabi are expected to include the following statement:

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
- Disability Resource Center and Testing Services: drc.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>.