



Syllabus Checklist (Online Courses)

This checklist provides guidance on items you can and should include on your UGA syllabus if you are teaching an online course. There are some items that are a UGA requirement for all UGA syllabi and are indicated as such. 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. Upload a copy of your syllabus to syllabus.uga.edu and post it in [eLC](#), prior to the start of the semester.

Course Information

Required at UGA

- ☐ Course title, course number, section number
- ☐ Pre-requisites, co-requisites and cross-listings (if applicable)
- ☐ Whether the course will be primarily asynchronous, synchronous, or both

Optional Best Practice

- ☐ Semester (Fall/Spring/Summer) and academic year
- ☐ Meeting times and locations
- ☐ Lab/discussion/studio times and locations (if applicable)

Instructor Information

Required at UGA

- ☐ Full name
- ☐ Instructor availability (e.g., contact info, office hours, and office location)
- ☐ Email address, phone number, online availability, and how frequently you will respond to emails from students

Optional Best Practice

- ☐ Job title
- ☐ Best way to communicate with you
- ☐ Email preferences and policies
- ☐ Personal and/or professional website

Course Description & Details

Required at UGA

- ☐ Course description ([as approved through CAPA](#))
- ☐ Course-level [student learning outcomes](#)
- ☐ [University-wide learning outcomes](#) (for courses filling a University-wide requirement)
- ☐ Topical outline for the course

Optional Best Practice

- ☐ Additional course description information (to engage students and capture their attention)
- ☐ Program-level outcomes (department/college-level)
- ☐ 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 at UGA

- ☐ Required course materials (e.g., textbooks (with ISBN), lab supplies, field equipment, etc.)
- ☐ Technology requirements and prerequisite technical competencies

Optional Best Practice

- ☐ Suggestions to help students facing financial barriers to acquire required course materials
- ☐ Recommended texts and resources
- ☐ Course website or eLC instructions

Assessments & Grading

Required at UGA

- ☐ 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
- ☐ Grading policy, specifying how final grades will be determined with respect to weights or course points assigned to various course requirements
- ☐ Ensure [Final Instructional Days](#) is upheld (re. assessments on Reading & Final Instructional Days)
- ☐ 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

Optional Best Practice

- ☐ Brief description of each graded item (to help students calibrate their expectations)
- ☐ Overall grading scheme
- ☐ Grading scale (e.g., A- = 90%)
- ☐ Extra credit opportunities

Course Statements and Policies

Required at UGA

- ☐ Academic Honesty & the Honor Code (see page 3)

- ☐ Academic Honesty: explanation of behavior unique to your course that could be academically dishonest, and your expectations related to academic honesty
- ☐ Attendance policy
- ☐ Participation policy stating (1) whether the course will be asynchronous, synchronous, or a combination, (2) specific online participation requirements, and (3) weight of participation in final grade
- ☐ Disclaimer (see page 3)
- ☐ Generative AI: a statement detailing whether and how use of AI tools is allowed
- ☐ Make-up procedures for exams and assignments
- ☐ Well-being Resources (see page 3)

Optional Best Practice

- ☐ Accommodations for Disabilities (see [Sample Access Statements](#) from [Accessibility & Testing](#))
- ☐ Student Success Resources (see page 4)
- ☐ Expectations you have for your students and/or expectations your students can have for you and for each other.
- ☐ FERPA Notice (e.g., The Federal Family Educational Rights and Privacy Act (FERPA) grants students certain information privacy rights. See [the Registrar's FERPA explanation](#) for more details.
- ☐ Links to [relevant campus resources](#)
- ☐ Teaching philosophy or teaching approach
- ☐ Tips for success in the course

Required Syllabus Statements

Please use the text provided below for required syllabus statements.

Academic Honesty

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

Disclaimer

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

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: accessibility.uga.edu

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

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

Suggested Syllabus Statement

Student Success Resources

The Office for Student Success and Achievement (OSSA) empowers students to achieve success throughout their academic journey. Through free peer tutoring, academic coaching, UNIV student success courses, Bulldog Basics, and first-generation student support, we promote well-being, student learning, and community building. To connect with OSSA, email ossa@uga.edu, call (706) 542-0163, or visit Milledge Hall (near Reed Hall and Sanford Stadium).