Course Syllabus FAQ

(Course Syllabus Policy: https://policy.uga.edu/policies/#/programs/rJdpOcgvT)

1) **What is a course syllabus?**

   A master syllabus must be available for each course, and must include the following elements:

   - Course title and number
   - Course description as it appears on the approved course application in CAPA
   - Prerequisites, corequisites, and cross-listings for the course, if applicable
   - Course objectives or expected learning outcomes for students of the course. If a course is approved to fulfill a University-wide requirement, the learning outcomes for that requirement should be stated on the syllabus.
   - Topical outline for the course.
   - 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.
   - Reference to UGA Well-Being Resources

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

   The required information for a syllabus may also be found in the Syllabus Policy, available in the UGA Policy Library:
   https://policy.uga.edu/policies/#/programs/rJdpOcgvT

2) **What elements are required to be included in a syllabus for each section of a course taught by an individual faculty member?**

   - 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.
   - Specific course requirements for grading purposes, which may include written and oral tests and reports, research papers, performances or other similar requirements, and/or participation requirements.
   - Grading Policy: Specify how the final grade will be determined with respect to weights or course points assigned to various course requirements.
   - Attendance Policy: Any specific requirements for attendance should be stated.

- Required course material, including texts.
- Policy for make-up of assignments/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).

The required information for a syllabus may also be found in the Syllabus Policy, available in the UGA Policy Library: https://policy.uga.edu/policies/#/programs/rJdpOcgvT

3) **Are there different requirements for syllabi for online courses?**
Yes, courses offered in an online format require additional elements in the course syllabus. For details about this additional required information, go to the Syllabus Policy at: https://policy.uga.edu/policies/#/programs/rJdpOcgvT

4) **Where will students access their course syllabi?**
Students will access syllabi for their courses on the Courses page in the online Bulletin. On the Courses page in the Bulletin, filter or search for a specific course prefix and number, and then click on Course Details to locate the syllabus information.

5) **How do syllabi get added to the Online Bulletin?**
For syllabi to appear in the Bulletin, they must be uploaded in the online Syllabus System.

6) **Where do I access the Syllabus System?**
The Syllabus System is available online at: https://syllabus.uga.edu/

7) **How do faculty and staff request access to the Syllabus System?**
Faculty can access this system using their UGA MyID and password.

Staff who are authorized to use the CAPA system can access the system by logging in with their UGA MyID and password, and their department's CAPA login ID and password.

8) **How do I update an existing syllabus in the Syllabus System?**
The process for updating an existing syllabus is to remove the current syllabus and replace it with an updated, newer version. There isn't a mechanism in the Syllabus System to directly update existing syllabi.

9) **How do I add a syllabus to the Syllabus System?**
For detailed instructions for adding a syllabus in the Syllabus System, go to:

Staff Help: https://syllabus.uga.edu/HelpStaff.pdf
Faculty Help: https://syllabus.uga.edu/HelpFacultyLogin.pdf

10) **How do I remove a syllabus from the Syllabus System?**
For detailed instructions for removing a syllabus in the Syllabus System, go to:

Staff Help: https://syllabus.uga.edu/HelpStaff.pdf
Faculty Help: https://syllabus.uga.edu/HelpFacultyLogin.pdf

11) **Is there training available for the Syllabus System?**
The Curriculum team in the Office of the Registrar will be happy to schedule a training session with you/your unit. Please email capa@uga.edu or call 706-542-6358 to request a training session.

12) **How often should I update my course syllabus?**
The syllabus for each course should be updated each semester the course is offered, prior to the start of that semester.

13) **There are older syllabi for my courses in the Syllabus System and in the Bulletin. Should I remove these older syllabi?**
Yes, older syllabi must be removed so they do not appear in the Bulletin and cause confusion for students. Only one iteration of the current or most recent version of the course syllabus should be listed in the Syllabus System/Bulletin.

14) **How often is the online Bulletin updated with new syllabi?**
The Bulletin is updated with the most recent information from the Syllabus System prior to the start of each semester – fall, spring, summer.

15) **If I have any questions about accessing the Syllabus System, or adding and removing syllabi to the Syllabus System, who should I contact?**
The Curriculum team in the Office of the Registrar is happy to assist you regarding the Syllabus System. Contact the team at capa@uga.edu or 706-542-6358.