Syllabus Requirements

The required syllabi components and recommendations are in the [Administrative Regulations for Academic and Student Affairs, 6.1.2.](#) The required components are listed below.

Requirements Checklist

- ❑ Course title (must match title in course catalog)
- ❑ Prefix, course number, section number
- ❑ Instructor name, office location, and contact information including uky email address
- ❑ Office hours (in person and/or virtual), how to set appointments, preferred communication method, and timeframe for responses
- ❑ Course description (Must match approved catalog description)
- ❑ Required materials
- ❑ Associated expenses other than required materials
- ❑ Skill and technology requirements (if applicable)
- ❑ Student learning outcomes
- ❑ List of activities, assignments, and exams with description, deadlines, and grading schemes
- ❑ Mechanics of submissions (if applicable)
- ❑ Policy on grade return (if applicable)
- ❑ Grading scale
- ❑ For 400G and 500 level only- explain different expectations for undergraduate and graduate students
- ❑ Midterm grades (if applicable)
- ❑ Submission of late assignments and policies on late assignments
- ❑ Prep week and permissible assignments
- ❑ Tentative schedule. Must include major due dates.
- ❑ Course activities outside of regularly scheduled course days/times (if applicable)
- ❑ URL/hyperlink to, or copy and paste of, [Academic Policy Statements](#)
- ❑ Attendance policy (if applicable)
- ❑ Acceptable documentation for excused absences
- ❑ Policy for absences due to major religious holidays (if applicable)
- ❑ Resources that may be helpful (if applicable) (e.g., The University offers a variety of resources available to students. Visit the Office of Student Success to access [the list](#))
- ❑ Use full language for academic offenses, found here: [Plagiarism](#) and [cheating](#)
- ❑ Include Classroom Emergency Preparedness and Response information (Appendix)

Other Notes

- Non-required information that instructors may opt to include in a course: if required by an accrediting agency, course goals or objectives (in addition to student learning outcomes or SLOs); classroom behavior policies; course material copyright statement; or classroom recording policy
- Syllabi must be made available to students by the third day of class in fall and spring, or the first day of class in compressed terms
- Students have the right to receive the syllabus in writing
- Electronically posted syllabi must remain posted for the entire term
- Instructor may choose to include an AI policy. For guidance, see *[AI Policy](#)*

For additional resources on developing effective syllabi and best practices, [schedule a consultation with CELT.](#)

For distance learning or courses with online components, you can [request help](#) from UK Online.

Appendix: Classroom Emergency Preparedness and Response

Nothing is more important than the safety and well-being of our campus community. While the University of Kentucky Police Department continues to enhance campus safety measures, it's important to remember that everyone has a responsibility in keeping our community safe. To find more information visit Emergency Response Guide | University of Kentucky Police Department (uky.edu)

Emergency Reporting & Action

Reporting
If there is an emergency, **DIAL 911.** To report suspicious activity or non-emergency situations, call the UK Police Department at 859-257-8573 or #UKPD from any mobile phone.

If an emergency occurs in a classroom or residence hall with a red emergency button, press to quickly notify UKPD. Emergency responders will immediately be dispatched to your location.

Action
During an emergency, you are responsible for your own safety.

If an emergency occurs during class, your instructor will provide further direction based on university and department emergency plans.

Warning Systems

UK Alert
The university provides emergency notifications through UK Alert, which sends messages via email, text message, phone calls, building alarm systems, digital signage, social media and outdoor sirens. If you receive a UK Alert message during class, notify your instructor and classmates immediately.

For more information, visit https://police.uky.edu/get-notified/uk-alert.

LiveSafe
The university provides additional emergency preparedness information and safety tools through LiveSafe, a free mobile app for iOS and Android. You can report suspicious activity, message with UK Police and virtually escort your friends through the SafeWalk tool.

For more information, visit https://police.uky.edu/safety/livesafe.

Blue Emergency Towers
Blue Emergency Notification Towers are strategically placed at over 50 locations across campus to provide outdoor alert tones and broadcast emergency messages with loud speakers. Each tower also features an emergency push button speaker phone that reaches UKPD and a camera mounted above the tower.

For more information, visit https://police.uky.edu/safety/blue-emergency-towers.

Medical Emergency

If there is a medical emergency, dial 911 and do not act outside the scope of your medical training. After dialing 911, inform your instructor of the situation.

Evacuation

It is required to evacuate for a fire alarm or when university officials order us to do so. Evacuation routes are marked with illuminated exit signs throughout the building. Avoid using elevators during any evacuation.

Emergency Sheltering

Storm Sheltering
Report to the recommended shelter locations. Recommended shelter locations are marked throughout the building.

If shelter locations are unavailable, protect yourself from lightning and flying debris by moving to an interior room or hallway on the building's lowest level. Avoid outside doors and windows and get under a sturdy table and use your arms to protect your head and neck.

Shelter-in-Place
If a shelter-in-place order is issued, you will learn about this through UK Alert, the university's emergency notification system.
If you are inside, stay where you are unless the building you are in is affected. If the building is affected, and the fire alarm has been activated or directed by law enforcement, you should evacuate. If you are outdoors, proceed into the closest UK building or follow instructions from emergency personnel or alerts.

It is ideal to shelter-in-place in an interior room with the fewest or no windows and no doors to the outside if possible. Shut all windows and close exterior doors.

If a hazardous chemical release occurs outside the building, follow these same procedures.

Active Aggressor

In a situation where an aggressor is trying to attack you or others, follow three steps:

1. Run - Attempt to get away from the attacker.
2. Hide - If you cannot run, barricade yourself in a safe place. Turn your phone to silent and dim your brightness. If possible, use the LiveSafe App to message UK Police and alert them to your location. If you don't have the app, dial 911. If you cannot speak, leave the line open and allow the dispatcher to listen.
3. Fight - If you cannot run or hide, do whatever you need to do to stop the attacker.

UK Police will communicate additional information through the UK Alert system during an active aggressor situation. Every UKY email automatically receives UK Alerts. You can also sign up in myUK to receive alerts via text and phone call.