

# Syllabus Requirements- Minimum

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This document outlines the minimum syllabus requirements as required by the UK Office of Academic Ombud Services. <http://www.uky.edu/Ombud/>

## COURSE & INSTRUCTOR "DEMOGRAPHICS"

- full and accurate title of the course
- departmental/college prefix
- numerical designation of course
- section number
- scheduled meeting day(s)
- time and place
- instructor name
- office location
- office phone number
- campus e-mail address
- regularly scheduled office hours with building and room number

## COURSE DESCRIPTIONS

- reasonably detailed overview of the course
- outline of the content
- assignment due dates
- components that contribute to the determination of course grade
- general grading criteria
- relative value given to each activity in the calculation of course grades
- examination date(s) and the date, time, and location of the final examination

## COURSE POLICIES

- attendance
- excused absences (S.R. 5.2.4.2)
- make-up opportunities
- verification of absences
- submission of assignments
- academic integrity, cheating & plagiarism
- classroom behavior
- professional preparations
- group work & student collaboration