

04-05

July 28, 2004

COURSE SYLLABI

(Supersedes, in part, PS 80-08)

This policy statement was recommended by the Academic Senate on March 18, 2004 and approved by the President on June 14, 2004.

It is essential that all students have access to the basic information about the courses in which they are enrolled. Therefore, in every course, the instructor(s) must provide the students with a syllabus in at least 10-point type font. This syllabus must include, but is not limited to, the information shown in (a) through (i) below.

The syllabus must either be provided in paper copy or be made available in electronic form. If the syllabus is only distributed electronically, the instructor must provide detailed instructions on how to access the syllabus. Unless circumstances dictate otherwise, the syllabus must be provided on or before the time of the second class meeting.

In the case of distance-learning classes that do not meet in person in the same physical setting, the enrolled students shall be provided with the electronic address, access instructions, and required information specified in the previous paragraph via either mail or e-mail.

Information that must be included in the course syllabus:

- (a) instructor's name, office number, office telephone number and/or e-mail address, and office hours;
- (b) class term, meeting times, and location;
- (c) course goals and/or objectives and/or expected student learning outcomes;
- (d) required text(s) and/or materials and information on any course fee;
- (e) types and sequence of assignments and basis for assigning course grade;
- (f) how the instructor will interpret the University withdrawal policy in this class;
- (g) a statement of, or reference to where students may find attendance policies and provision for makeup of assignments when there is an excused absence;
- (h) a reminder that it is the student's responsibility to notify the instructor in advance of the need for accommodation of a university verified disability;
- (i) other information essential to the course, for example safety information, information about accessing online resources, information about assignments that must be accomplished at off-campus locations (e. g. field trips, service learning).

Instructors should also refer students to the "General Regulations and Procedures" in the Catalog. They are encouraged to discuss their interpretation of these General Regulations and Procedures, especially with regard to cheating and plagiarism.

Any course that uses hybrid, local online, or distance education course delivery shall explain the following issues in the course syllabus:

- (1) how the instructor will communicate with the students and how the students will communicate with each other;
- (2) how online participation will be assessed and graded;
- (3) how the instructor will monitor the online activities of the students;
- (4) how the standards of appropriate online behavior will be maintained;
- (5) the level of technical competence required of the students;
- (6) what the minimum computer hardware and software requirements are for the class, and what department, college, or University facilities are available to support these requirements for students who cannot afford to buy the technology;
- (7) the alternative procedures for submitting work in the event of technical breakdowns;
- (8) the on-campus meeting requirements, if any;
- (9) how academic honesty will be enforced.

If some of the information is subject to change, that fact should be noted in the syllabus (examples: due dates, exam dates).

Faculty members must submit copies of the syllabus for each course to the department office. Departments and programs will keep a copy of each syllabus for at least five years. The department will submit copies of all course syllabi to the University Library in a format specified by the Library by the census date of the term.

A model syllabus has been prepared by the Faculty Center for Professional Development and is available on the Center's website:
<http://www.csulb.edu/centers/fcpd/>

EFFECTIVE: Fall 2004