

1 **The Class Syllabus**

2 (Senate: 2/18/97, 7/17/01, 5/26/09; President: 4/22/97; 10/15/01, 6/16/09; Editorial Amendment: 8/01)

3 THE SYLLABUS IS A STATEMENT OF INTENDED COURSE GOALS AND EXPECTATIONS
4 THAT SERVES AS A REFERENCE FOR STUDENTS TO SUCCESSFULLY NAVIGATE THE
5 COURSE.

6 Each instructor shall provide information at the first class session as to the general requirements and
7 goals of the course, and the general criteria upon which students will be evaluated in that course. Such
8 information A SYLLABUS must be made available in the form of an ACCESSIBLE electronic
9 FORMAT, AND OPTIONALLY A HARD COPY VERSION, or hardcopy version of the syllabus AND
10 SHARED no later than the second FIRST DAY OF CLASS meeting. A AN ACCESSIBLE
11 ELECTRONIC copy of the syllabus shall be available for review in the department/division/school
12 office. An instructor must provide his or her syllabus in an accessible format in keeping with the CSU
13 Accessible Technology Initiative with proper notification from the Office of Students with Disabilities.
14 The syllabus shall include but not be limited to the following:

15 THE FOLLOWING ITEMS MUST BE INCLUDED IN THE SYLLABUS AND CANNOT CHANGE
16 ONCE THE SYLLABUS HAS BEEN DISTRIBUTED:

17 Contact information for the instructor: campus office hours and location, campus telephone
18 extension, and campus e-mail address.

- 19 1. General course description including course prerequisites, if any.
- 20 2. THE MODE OF INSTRUCTION FOR THE COURSE, AS DEFINED BY THE FACULTY
21 HANDBOOK (E.G., HYBRID, FULLY ONLINE, FACE TO FACE).
- 22 3. Student learning outcomes for the course.
- 23 4. For all general education courses, the area of the general education program that the course
24 fulfills.
- 25 Topical outline of the course
- 26 Requirements - policies and procedures (for example, attendance, assignments, readings) and
27 basis for evaluation (written work, examinations or quizzes, term papers, portfolios, projects,
28 laboratory or field work assignments, and other items as appropriate).
- 29 5. REQUIRED COURSE MATERIALS, INCLUDING MINIMUM COURSE TECHNOLOGY
30 REQUIREMENTS AND THEIR SUPPORT RESOURCES.
- 31 6. Grading system and its relation to achievement of the requirements stated above. BASIS FOR
32 EVALUATION IN THE COURSE (INCLUDING WRITTEN WORK, EXAMINATIONS OR
33 QUIZZES, TERM PAPERS, PORTFOLIOS, PROJECTS, LABORATORY OR FIELDWORK
34 ASSIGNMENTS, ATTENDANCE, AND OTHER ITEMS AS APPROPRIATE), A CLEARLY
35 ARTICULATED COURSE GRADING SCALE (E.G., GREATER THAN 90% EQUALS AN
36 A OR SIMILAR DESCRIPTIVE CRITERIA), AND RELATION OF EVALUATED WORK
37 TO FINAL COURSE GRADE.

38 7. COURSE POLICY ON CLASS ATTENDANCE THAT INCLUDES A REFERENCE.
39 PLEASE REFER TO THE "MISSED CLASS TIME AND MAKEUP POLICY" IN THE
40 FACULTY HANDBOOK.

41 8. Date and time of final examination.

42 9. The following ADA statement verbatim: "Reasonable accommodation will be provided to any
43 student who is registered with the Office of Students with Disabilities and requests needed
44 accommodation."

45 10. An academic honesty statement that includes A reference to the University ACADEMIC
46 HONESTY policy.

47 THE FOLLOWING ITEMS MUST BE INCLUDED IN EVERY SYLLABUS BUT CAN BE REVISED
48 DURING THE TERM AS APPROPRIATE:

49 11. CONTACT INFORMATION FOR THE INSTRUCTOR: CAMPUS OFFICE HOURS AND
50 LOCATION, CAMPUS E-MAIL ADDRESS, AND OPTIONALLY CAMPUS TELEPHONE
51 EXTENSION.

52 12. TOPICAL OUTLINE OF THE COURSE.

53 13. COURSE GUIDELINES AND PROCEDURES WHICH MAY INCLUDE INSTRUCTOR
54 EXPECTATIONS FOR IN-CLASS AND ONLINE DISCUSSIONS, COURSE
55 COMMUNICATION PREFERENCES, AND THE LIKE.

The Class Syllabus

(Senate: 2/18/97, 7/17/01, 5/26/09; President: 4/22/97; 10/15/01, 6/16/09; Editorial Amendment: 8/01)

The syllabus is a statement of intended course goals and expectations that serves as a reference for students to successfully navigate the course.

A syllabus must be made available in an accessible electronic format, and optionally a hard copy version, and shared no later than the first day of class. An accessible electronic copy of the syllabus shall be available for review in the department/division/school office.

The following items must be included in the syllabus and cannot change once the syllabus has been distributed:

1. General course description including course prerequisites, if any.
2. The mode of instruction for the course, as defined by the Faculty Handbook (e.g., hybrid, fully online, face to face).
3. Student learning outcomes for the course.
4. For all general education courses, the area of the general education program that the course fulfills.
5. Required course materials, including minimum course technology requirements and their support resources.
6. Basis for evaluation in the course (including written work, examinations or quizzes, term papers, portfolios, projects, laboratory or fieldwork assignments, attendance, and other items as appropriate), a clearly articulated course grading scale (e.g., greater than 90% equals an A or similar descriptive criteria), and relation of evaluated work to final course grade.
7. Course policy on class attendance that includes a reference to the "Missed Class Time and Makeup policy".
8. Date and time of final examination.
9. The following ADA statement verbatim: "Reasonable accommodation will be provided to any student who is registered with the Office of Students with Disabilities and requests needed accommodation."
10. An academic honesty statement that includes a reference to the Academic Honesty policy.

The following items must be included in every syllabus but can be revised during the term as appropriate:

11. Contact information for the instructor: campus office hours and location, campus e-mail address, and optionally campus telephone extension.
12. Topical outline of the course.

13. Course guidelines and procedures which may include instructor expectations for in-class and online discussions, course communication preferences, and the like.