

COURSE SYLLABUS POLICY AND GUIDELINES

FAM 820.9

Purpose and Scope

The purpose of this document is to articulate, based on university policies and California state law, what minimum information must be included on course syllabi and what information is recommended for inclusion. Such information provides students with basic course objectives and faculty expectations, and also serves to clarify course policy in the case of grade grievances or other student, faculty, or program concerns.

Policy Statement

1. General guidelines
 - A. Unless circumstances dictate otherwise, instructor(s) shall provide course syllabi on or before the second class meeting.
 - B. Instructor(s) shall provide students with course syllabi in paper copy and/or in a Learning Management System and/or via e-mail at the start of each term as described in part (a). If the syllabus is only distributed electronically, instructor(s) shall provide instructions for document access.
 - C. In distributed learning courses, enrolled students shall be provided with the course URL, access instructions, and the syllabus itself, via e-mail.
 - D. If any information given on the syllabus is subject to change (e.g., topics of discussion, readings, due dates, examination dates), such information shall be noted on the syllabus as “tentative” or “subject to change.”
 - E. Instructor(s) shall submit electronic or hard copies of the syllabus for each course to the department office, which will keep a copy of each syllabus for at least five years;
 - F. Instructors shall ensure that their syllabi are created with accessibility best practices. Information and templates can be found on the [Accessible Technology](#) website.
2. At a minimum, each course syllabus must contain:
 - A. Course name, number, and catalog description;
 - B. Name(s) of the instructor(s), office location, telephone number and/or e-mail address, and office hours;
 - C. Class term, meeting times, location;
 - D. Course goals and/or objectives, and expected student learning outcomes;
 - E. Required text(s) and/or materials;
 - F. Types and descriptions of major assignments;
 - G. Basis for assigning course grade;

- H. A current statement of ADA compliance and entitlement to accommodation, as provided by the appropriate University office, in particular including contact information for the university's office for Services to Students with Disabilities, and the reminder that it is the student's responsibility to seek academic accommodations for a verified disability in a timely manner;
 - I. A statement of commitment to the values of inclusion, diversity, and equity. Examples of such statements are available in [Option 1](#) or [Option 2](#);
 - J. Instructions referring students to the "Academic Regulations and Procedures" in the CSUSB Bulletin of Courses for the university's policies on course withdrawal, cheating, and plagiarism.
 - K. Instructions referring students to the [Office of Emergency Management and Business Continuity](#) for information regarding emergency management and safety guidelines.
3. Instructors are strongly encouraged to include the following additional information on their syllabi, as applicable:
- A. Prerequisite courses and/or prior knowledge and/or additional skills required of the student;
 - B. Policies on participation and attendance, especially as those items affect final grades;
 - C. Provision(s) for makeup of missed or late assignments, if any;
 - D. Other information essential to the course, e.g., information about accessing any online resources, or assignments (such as field trips or service-learning activities) that must be accomplished at off-campus locations;
 - E. Consequences for cheating and/or plagiarism;
 - F. Individual department/school or program guidelines, if applicable.
4. Faculty offering web-based or other distributed learning courses must also include:
- A. The statement, per the CSU San Bernardino Distributed Learning Policy (FSD 01-01.R2, available at [http://senate.csusb.edu/docs/Policies/\(FSD%2001-01.R2\)%20DL%20Policy.pdf](http://senate.csusb.edu/docs/Policies/(FSD%2001-01.R2)%20DL%20Policy.pdf), if faculty have chosen to use non-university supported course resources, that "the university will not provide technical support for those resources that the university does not endorse any products which may be advertised through those resources";
 - B. Information regarding minimum computer hardware and software requirements for the class as well as what campus facilities are available to support these requirements for students who cannot afford to buy the technology; and
 - C. Alternate procedures for submitting work in the event of technical breakdowns.

Approved by the Faculty Senate on 2/19/19

Approved by the President on 3/30/19

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