

## **COURSE SYLLABUS POLICY AND GUIDELINES FAM 820.9**

**Preamble:** 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. 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.

### **1. General guidelines:**

- (a) Unless circumstances dictate otherwise, instructor(s) shall provide course syllabi on or before the time of the second class meeting;
- (b) instructor(s) shall provide students with course syllabi in paper copy and/or in electronic form on a course website or via e-mail. If the syllabus is only distributed electronically, instructor(s) shall provide written 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 either postal mail or 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 copies of the syllabus for each course to the department office, which will keep a copy of each syllabus for at least five years;

### **2. At a minimum, each course syllabus *must* contain:**

- (a) name(s) of the instructor(s), office location, telephone number and/or e-mail address, and office hours;
- (b) class term, meeting times, location;
- (c) course goals and/or objectives and/or expected student learning outcomes;
- (d) required text(s) and/or materials;
- (e) types and descriptions of major assignments;
- (f) basis for assigning course grade;
- (g) a statement of ADA compliance, 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.

- (h) instructor(s) shall refer students to the "Academic Regulations and Procedures" in the CSUSB Bulletin of Courses for the university's policies on course withdrawal, cheating, and plagiarism.

**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 that 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