CALIFORNIA STATE UNIVERSITY, FULLERTON

University Policy Statement

UPS 300.004

POLICY ON SYLLABI (COURSE OUTLINES)

Syllabi, which shall be compatible with approved course proposals on file in the Office of the Associate Vice President, Academic Programs, and with course catalog descriptions in the University Catalog, must be provided to students in writing or electronic format within the first full week of classes. Sample syllabi consistent with this policy are available at the Faculty Service Center accessed through the Faculty Portal.

At a minimum, syllabi shall give detailed information on the following matters:

1. Faculty information to include office location, telephone number(s), e-mail address, office hours;

2. Course information to include course name, course number, course description, learning outcomes or objectives, and required course materials;

3. Grading standards and criteria to include a statement indicating whether or not +/- grading will be used;

4. Grading policy to include examinations dates, "make up" policy (if any), required materials and equipment, penalties for academic dishonesty (group/individual), and attendance policy;

5. Class assignments to include papers (number, length, due dates, etc.), required projects (group/individual), and calendar of topics;

6. Students' rights to accommodations for documented special needs;

7. Academic integrity (see UPS 300.021);

8. Actions students should take in an emergency;

9. For courses that meet General Education requirements (see UPS 411.201):

    a. A statement of the specific General Education requirement(s) that the course meets.

    b. A list of the learning objectives for the General Education category or categories in which the course carries credit.

    c. Courses in Oral Communication (A.1), Written Communication (A.2), Critical Thinking (A.3) and Mathematics/Quantitative Reasoning (B.4) shall include a statement that "A grade of "C-" (1.7) or better is required to meet this General Education requirement. A grade of "D+" (1.3) or below will not satisfy this General Education requirement." Courses in all other GE categories (including Overlay Z) shall include a statement that "A grade of D (1.0) or higher is required to meet this General Education requirement. A grade of D- (0.7) or below will not satisfy this General Education requirement."

d. A statement that the course meets the GE writing requirement and an explanation of the way in which the General Education writing requirement shall be met and assessed.

10. In lieu of providing detailed information directly on their syllabi covering items 6, 7, and 8 above, faculty may instead provide this link (http://fdc.fullerton.edu/teaching/syllabus.php) on their syllabi for the relevant University-wide policies.

Faculty members are also recommended to specify the following:

1. Extra credit options (if any). Such options shall be available to all students on an equitable basis;

2. Instructor classroom management procedures (if any). Instructors have the authority and discretion to set classroom expectations to foster student learning. For example, instructors may specify expectations regarding classroom participation, entering/exiting class during the class period, student seating, the use of electronic communication devices (cell phones, pagers, etc.), laptop use, or other behaviors.

The following information shall be included in syllabi for online and hybrid instruction courses:

1. How participation in online activities will be assessed and graded (e.g., participation in chat sessions, frequency of web access, postings, etc.);

2. Whether and how the instructor will track student online activities, for example, by maintaining a copy/log of online discussions and chat session, etc.;

3. Deadlines for posting and due dates (dates and times)

4. Office/contact hours (including items such as how quickly the instructor will respond to e-mail questions and online assignments, how often the instructor will be online, and alternate communication options);

5. Safeguards as to how student work will be authenticated;

6. Appropriate online behavior "Netiquette";

7. Technical competencies expected or required of the students;

8. Minimum computer hardware and software specifications, and course website access requirements;

9. Whom to contact in case of technical problems;

10. Alternative procedures for submitting work, in the event of technical problems;

11. On-campus meeting requirements, if any; and

12. The link to the library's policy page for online instruction students.

It shall be a normal and reasonable duty of each faculty member to provide this information in accordance with the above provisions. Within the first full week of classes, the faculty member shall provide a copy of the course outline to the department chair. Students shall be informed of this policy in the University Catalog and the Class Schedule.

Faculty shall not be bound to adhere to their syllabi on a strict day-to-day basis, but should follow their outlines as much as is reasonably possible.

After distribution of syllabi to students, major assignment or course requirement changes (e.g., additional term papers or examinations) must be announced to students with a reasonable timetable for completion.

Source: Executive Committee

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