

Syllabus Requirements Policy

The university recognizes the critical role of syllabi in supporting student learning and academic success. As such, syllabi should normally be provided at or near the beginning of the term to ensure understanding of expectations and to provide information regarding the course and university policies. The following policy outlines the minimum requirements for syllabi across all courses offered at the university:

1. **Course Information:** The syllabus must clearly state the course title, number, credits, and semester or term of instruction.
2. **Modality Information:** The syllabus must clearly state the course modality (e.g., in-person, online synchronous, etc.), including any expectation for the modality (e.g., on-camera requirement for video conferencing). The syllabus must provide a tentative schedule of meeting times and locations (e.g., classroom or video conference), and whether a learning management system is used.
3. **Instructor Information:** The syllabus must provide the name of the instructor, their contact information, and office hours.
4. **Course Description:** The syllabus must provide a brief description of the course content, including the catalogue description, pre-requisites, and any university requirement the course fulfills (e.g., General Education).
5. **Course Learning Outcomes:** The syllabus must clearly state the expected learning outcomes for the course, including any specific skills or knowledge that students will acquire. Courses that fulfill university requirements must also include:
 - General Education Courses
 - The GE area the course fulfills
 - The specific 2-4 campus GE outcomes for the course
 - The assignments by which students will demonstrate improved understanding of each GE outcome
 - Sociocultural Inquiry (Formerly Multicultural) Courses
 - The specific 1-3 (minimum of 2) SI outcomes for the course
 - Writing Proficiency Courses
 - At least 2,500 words of formal, final professional or academic writing per student. This word count does not include rough drafts of writing but rather final, edited pages of discipline-specific or academic text.
 - Pass with a minimum grade of “C-” or better to earn WP credit
6. **Assessment and Grading:** The syllabus must outline the assessment methods used in the course and the grading criteria. This should include information on the weighting of assignments and exams, deadlines, and policies on late submissions. Courses that have a required minimum grade for credit should include an explicit statement (e.g., Golden Four courses requiring a “C-” or better).
7. **Textbooks, Readings, and Viewings:** The syllabus must include a list of required textbooks, readings, and any other materials required for the course (e.g., lab or studio

equipment, streaming videos). Any required fees not published in the schedule must also be indicated.

8. **Attendance and Participation:** The syllabus must specify the attendance policy, including any penalties for absences, and expectations for participation in class discussions and activities. Required activities outside of the scheduled class time must be highlighted in the syllabus.
9. **Academic Integrity:** The syllabus must include a statement on academic integrity and any university or course policies regarding plagiarism, cheating, mis/use of artificial intelligence and other forms of academic and student misconduct specific to the course modality.
10. **Artificial Intelligence, AI:** The syllabus will indicate if AI is used in the course or if the use of AI is forbidden. The syllabus will clearly define the parameters for how AI is used/not used in the class.
11. **Accommodations:** The syllabus must provide information on how students can request accommodation for disabilities and any policies related to religious observances or other special circumstances.
12. **University Policies:** The syllabus must include information on university policies related to academic matters, including grading criteria and options, withdrawal from courses, and enrollment dates and deadlines.
13. **Student Support Services:** The syllabus must include a link to the Student Services Directory. <https://www.csustan.edu/student-services>)
14. **“Subject to Change” Disclaimer:** The syllabus should include a disclaimer that the changes to the syllabus could occur and that any changes to the syllabus will be communicated to students in a timely and transparent manner.

Each instructor is responsible for ensuring that their syllabus meets these minimum requirements. Any changes to the syllabus will be promptly communicated to students. The university expects all instructors to uphold these standards and to use syllabi as a tool to support student learning and success.

Replaces: 2/AS/14/UEPC – Syllabus Requirements

1. All courses shall have a syllabus and the syllabus shall be made available to students at or near the start date of the course.
2. The syllabus shall include, but not be limited, to the following:
 - a) Student learning outcomes or learning goals;
 - b) The instructor's grading policy;
 - c) Attendance information;
3. Policy on assignments, due dates, and make-up work;
 - a) Required texts and other materials;
 - b) Faculty contact information

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