

Senate Policy 24-07 Syllabus Policy

Motion: To approve the Syllabus Policy

Passed at the April 1, 2025 meeting of the Academic Senate

Approvals:



Christina Smith (Apr 7, 2025 11:23 PDT)

Christina Smith
Chair, Academic Senate

04/07/2025

Date



Richard Yao (Apr 25, 2025 13:02 PDT)

Richard Yao, PhD
President

04/25/2025

Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs
Approved By: Academic Senate
April 1, 2025
Approved By: Richard Yao, President

Policy Number: SP 24-07
Effective Date: Fall 2025
Total Pages: 3

Syllabus Policy

PURPOSE:

To establish the requirement that every CSUCI course must have a syllabus on file with the University and to articulate the required information to be included within all syllabi.

BACKGROUND:

This Syllabus Policy replaces Senate Policy 07-16, which was last revised in April 2008.

ACCOUNTABILITY:

For every credit-bearing course at CSUCI, the Instructor of Record (hereafter Instructor) is required to create a course syllabus that includes, at minimum, the required elements defined in this policy. The Instructor shall (1) provide the syllabus (either as a hard copy or online) to every student enrolled in the course by the end of the first week of classes, and (2) shall submit an electronic copy of the course syllabus to the designated repository when requested, as specified in policy item II.

Deans are responsible for ensuring that syllabi are submitted according to this policy.

APPLICABILITY:

All Instructors of Record for all CSUCI courses.

Definition(s):

Syllabus: A syllabus is a document that outlines the academic relationship between instructors and students in a course. Used as the basis for communication and accountability, a syllabus conveys course expectations, organizes required information, sets the tone for the learning environment, and assists students in navigating the course. A syllabus helps document and clarify essential information, such as course goals, learning objectives, evaluation and grading standards, key dates

and assignments, and expectations for student and instructor behavior. It is vital that the University retain copies of syllabi in case students need to confirm what they have learned to other institutions.

Policy Text:

Each course shall have a syllabus. It is therefore important that each syllabus contains certain specific information and be made available in a timely manner (by the end of the first week of classes).

Elements in section I are required in all syllabi. Additional elements may also be included at the discretion of the instructor.

- I. All syllabi shall include the following elements:
 - A. Instructor name(s), office location(s), office hours, and CSUCI contact information;
 - B. Course information (time, place, modality);
 - C. Course description from catalog, which includes pre-requisites, co-requisites, and General Education areas met;
 - D. All Student Learning Outcomes (SLOs) listed in the approved course proposal;
 - E. If the course is designated as General Education, additional Student Learning Outcomes from General Education;
 - F. Tentative Class Schedule or Course Outline, including major assessment dates;
 - G. Curricular elements, including major assignments, readings, assessments, and the weight of major assessments in the final grade;
 - H. Course-specific requirements necessitating attendance outside of scheduled course time, financial commitments, or travel off campus, which may include trips, equipment, fees, experiential learning, etc.;
 - I. Specific course policies (e.g., use of AI, automatic drop, late work, course participation, bringing children to class, taping/recording, cell phone, computers, extra credit, use of CSUCI email);
 - J. Grade information as specified in the CSUCI Policy on Grades (SP.12.007 or current version);
 - K. Application of the Policy on Academic Integrity (SP.19.001 or current version) to course grades: Instructors shall state whether they will adhere to the general guidelines in the policy or have more specialized grade consequences;
 - L. Final Exam day/time/modality in accordance with the approved Final Exam schedule (if applicable). Faculty must indicate on the syllabus whether they will use the final exam time as indicated in the university exam schedule;
 - M. Attendance policy as specified in the Policy on Class Attendance (SP.01.056 or current version);
 - N. "Subject to Change" disclaimer and how changes to the syllabus will be communicated to students;
 - O. The following statement from DASS: "If you are a student with a disability requesting reasonable accommodations in this course, please contact the student disability accommodations office. All requests for reasonable accommodations

require registration with the accommodations office in advance of needed services. Faculty, students, and the accommodations office will work together regarding academic accommodations. Students are encouraged to discuss approved accommodations with your faculty.”

- P. The following statement from Basic Needs: “Please use the link to the Basic Needs Program on the Syllabus Policies and Assistance website for information on emergency food, housing accommodations, toiletries, and connections to critical resources.”
 - Q. The following statement with embedded link to the Syllabus Policies and Assistance website: “CSUCI’s [Syllabus Policies and Assistance Website](#) provides important details about academic policies, campus expectations, and student support services that are all highly applicable to your success as a student both in and outside of the classroom. Ensure that you review this site on a regular basis to stay informed about the policies and resources that support your success, as campus resources or policies may change semester to semester.”
- II. Syllabi submitted electronically shall not be distributed without faculty consent except to provide to students of the course, for accreditation/assessment processes, external review, or as required by CSU policy or by law.
 - III. Faculty shall supply their syllabi to DASS when requested, to assist in addressing student accommodations for each class.
 - IV. Any official campus syllabus materials such as checklists or templates shall be updated to correspond with changes in policy that specify syllabi inclusion.
 - V. The Division of Academic Affairs shall be responsible for assisting faculty in syllabus development. The Dean of Students Office shall be responsible for ensuring on a semesterly basis that information included within the [Syllabus Policies and Assistance website](#) is accurate and up-to-date.

EXHIBIT(S):

Faculty may refer to the [Syllabus Checklist and Syllabus Templates](#) created by [Teaching and Learning Innovations](#) (TLi), with input from relevant unit and program leads. These documents contain updated sample language for the above required elements - as well as sample language for optional syllabus elements - and use accessible features. They also provide support on how to find required elements, such as Student Learning Outcomes or prerequisites, for the syllabus.