



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Syllabus Policy

Policy: 07-16

Prepared by: Faculty Affairs Committee

Policy:

Each course shall have a syllabus. It is therefore important that each syllabus contain certain specific information and be made available in a timely manner. Elements in section III are required in all syllabi. Elements listed in section IV as well as other elements may also be included at the discretion of the instructor.

- I. All CSUCI courses shall have a syllabus. It is required that the syllabus be made available to students the first day of class and may be maintained in the course's digital space (Blackboard, course website) as appropriate.
- II. An electronic copy of the course syllabus shall be given to the appropriate support coordinator by the second week of the semester.
- III. All syllabi shall include the following elements:
 - Professor name(s), office location(s), office hours, and contact information
 - Course information (time, place, virtual)
 - Course description from catalog, which includes pre-requisites, co-requisites, and General Education areas met
 - All student learning outcomes listed in the approved course proposal
 - If the course is designated General Education, additional student learning outcomes from General Education shall be included
 - Required elements, which may include assignments, readings, fees, attendance, course participation, trips, equipment, experiential learning, or other course specific requirements.
 - Grade information as specified in the CSUCI Policy on Grades (SP01-38)
 - Academic honesty information as specified by the Policy on Academic Dishonesty (SP01-57)
 - CSUCI Disability Statement
 - "Subject to Change" disclaimer
- IV. Faculty may also consider including additional elements as appropriate to the course including but not limited to:
 - How course learning outcomes relate to:
 - Program or major outcomes
 - CSUCI Mission Statement and the Institutional Mission Based Outcomes
 - Other CSUCI graduation requirements met (Multicultural, Title V, Service Learning)
 - Standards and outcomes from outside organizations and accrediting agencies
 - Tentative Class Schedule
 - Final Exam Day/Time
 - Course specific policies (attendance, automatic drop, late work, course participation, bringing children to class, taping/recording, cell phone, computers, extra credit, use of dolphin email)
- V. The Office of Faculty Development shall be responsible for assisting faculty in syllabus development.



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- VI. Program chairs shall be responsible for implementing the CSUCI syllabus policy at the program level.