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Course Syllabus Policy

I. Purpose

The purpose of this policy is to give clear guidelines to faculty regarding the content of their course syllabi, provide a level of consistency of syllabi across the campus, and ensure that students have access to all necessary information about any course in which they enroll. Sacramento State requires that all courses have at least one syllabus.

II. Who the Policy Applies to

All instructional faculty and academic units.

III. Why the Policy is Necessary

This policy provides information on required language for course syllabi. This policy ensures that there is proper communication between faculty and students regarding course objectives and requirements.

IV. Responsibilities

Faculty shall be responsible for the development of all course syllabi and providing course syllabi to academic units by the first day of instruction. Academic units are responsible for retaining all course syllabi indefinitely. The Center for Teaching and Learning shall provide and maintain optional resources and templates for faculty to use when developing their syllabi.

V. Definitions

A syllabus provides students with an outline of course objectives, requirements, and policies as well as resources to support student success.

VI. Syllabus Standards

All course syllabi shall be in accordance with approved course proposals on file in the Office of Academic Services, and with course catalog descriptions in the University Catalog. A course syllabus must be provided to students on or by the first day of instruction. A syllabus must be provided to students on or by the first day of instruction in print and/or electronically. All syllabi must meet [University accessibility standards](#) and policies and use inclusive language. Faculty have the right to correct or modify syllabi at a later point in the semester, provided students are given sufficient and prompt notice of any such changes and such changes do not unduly penalize students.

VII. Syllabus Required Elements

All course syllabi must include the following components:

A. Course Information

1. University approved course title and number, number of units per the [CSU Credit Hour Policy](#), course description, and approved course learning outcomes and general education learning outcomes (if applicable), department name and College.
2. The course instructor's name, CSUS contact information (email address and/or phone number), regularly scheduled office hours per [Faculty Office Hours policy](#) and location (physical or virtual).
3. Course format description including details on expectations related to synchronous, asynchronous or hybrid instruction.
4. Detailed information related to course meeting schedule.
5. A list or links to required texts, instructional and technology materials to be used throughout the course, including technology requirements (e.g., access to specific software applications and learning management system (LMS)). When materials will be provided electronically, this requirement may be satisfied by providing information in the syllabus regarding where links to required instructional materials may be accessed. For example, by including the statement: "Links to required readings and videos can be found in LMS."

B. Course Policies

1. Course policies surrounding attendance and student excused absences in alignment with university course attendance and excused absence policies.
2. Grading Policies
 - a. A table or description of course requirements and the weighting of such course assignments.

- b. A description of minimum requirement(s) necessary to earn each letter grade, including credit (CR) in the course.
 - c. A description of penalties or allowances for late assignments, if any.
- C. Detailed information related to academic honesty policy and procedures as it pertains to the course.
- D. Any applicable policies, guidelines, and resources on technology use in the course, and contact information of Information Resources and Technology (IRT) or the equivalent of the campus support related to technology use.
- E. Expectation specific to the course, for faculty and students that contribute to an inclusive and respectful culture consistent with the Hornet Honor Code and Title IX.
- F. Information about Disability access, or equivalent services, must be provided.
- G. If the following information is not posted by the instructor in an alternative format, the syllabus must be included the most recent contact information, links, and description of student services including those related to:
 - 1. Student Health, Counseling, & Wellness, or equivalent services, providing physical and mental wellness care.
 - 2. Crisis Assistance & Resource Education Support, or equivalent services, providing basic needs and crisis support.

Approval Signatures

Step Description	Approver	Date
Provost review	Erika Cameron: Provost and Vice President for Academic Affairs	05/2026
Senate recommended policy uploaded into the Policy Library	Kathy Honeychurch: Administrative Analyst/ Specialist	03/2026