CALIFORNIA STATE UNIVERSITY, SACRAMENTO
UNIVERSITY POLICY MANUAL

Course Syllabus Policy

Policy Administrator: Provost and Vice President for Academic Affairs

Authority:

Effective Date: June 20, 2021

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Index Cross-References: FS 00-91/APC/EX, FS 20/21-14/EX, FS 20/21-138/APC/EX

Policy File Number: ACA-170

Course Syllabus Policy

Policy Statement:
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.

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.

Who the Policy applies to:
All instructional faculty and academic units.

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.

Procedure:
Addressed in the policy.

Approved by:

Robert S. Nelsen, President

June 20, 2021

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 this Policy applies to:**
This policy applies to all instructional faculty and academic units.

III. **Why the Policy is necessary:**
Accreditation requirements, clear and consistent expectations of course structure and content.

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.

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

VI. **Syllabi 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 may be provided to students in print and/or electronically. All syllabi must meet University accessibility standards and use inclusive language. Faculty have the right to modify the course schedule and topics 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. **Syllabi 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. See e-Learning policy for additional information.
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 Canvas."

B. **Course Policies**
1. Attendance Policies, including student excused absences policy.
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. **Classroom expectations specific to the course, for faculty and students that contribute to an inclusive and respectful culture consistent with the Hornet Honor Code.**

E. **The approved language below and current contact information for the following student services.**
1. Services to Students with Disability (SSWD) "Sacramento State is committed to ensuring an accessible learning environment where course

or instructional content are usable by all students and faculty. If you believe that you require disability-related academic adjustments for this class, please immediately contact Services for Students with Disabilities (SSWD) to discuss eligibility. A current accommodation letter from SSWD is required before any modifications, above and beyond what is otherwise available for all other students in this class will be provided."

2. Student Health and Counseling Services
"Your physical and mental health are important to your success as a college student. Student Health and Counseling Services (SHCS) in The WELL offers medical, counseling, and wellness services to help you get and stay healthy during your time at Sac State. SHCS offers: Primary Care medical services, including sexual and reproductive healthcare, transgender care, and immunizations; urgent care for acute illness, injuries, and urgent counseling needs; pharmacy for prescriptions and over-the-counter products; mental health counseling, including individual sessions, group counseling, support groups, mindfulness training, and peer counseling; athletic training for sports injury rehabilitation; wellness services, including nutrition counseling, peerled health education and wellness workshops, and free safer sex supplies; violence and sexual assault support services. Most services are covered by the Health Services fee and available at no additional cost."

3. Crisis Assistance & Resource Education Support (CARES)
"If you are experiencing challenges with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away. The CARES office provides case management support for any enrolled student.

F. **Policies and guidelines related to technology use in the classroom, including approved access to live web cam use.**

Appendix A

I. **Syllabi Recommended Elements**
    In addition to the required components, it is recommended that faculty include the following components
    within their course syllabi:

    A. **Faculty expectations of students related to communication, feedback, emergency information.**
        1. Faculty may wish to announce to students or include a statement such as the following: "If a faculty member is not available during the semester, students will be contacted and advised how
            the course will proceed. This may include a change in instructor or modality."

    B. **The approved Title IX language.**
        "The University requires faculty and staff to report any personal disclosures of sexual misconduct
        including rape, dating/domestic violence and stalking to the Title IX Coordinator. Students who do not
        wish to report their experience to me or the Title IX Coordinator may speak to someone confidentially
        by contacting Student Health and Counseling Services."

    C. **Links to campus policies related to student academics such as:**
        1. Drop and Withdrawal Policy
        2. Grading Policy

    D. **Links to campus resources, such as:**
        1. Academic Advising
        2. Information Resources and Technology
        3. Support Centers and Programs
        4. Reading & Writing Center
        5. Student Rights and Responsibilities