

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Course Syllabi Handbook Language
RES 1314063

AAC

RESOLVED: that the Academic Senate recommend to the President that the University Handbook section **303.1.5 Course Syllabus** be amended to include the following changes (deletions in strikethrough, additions in bold underline).

303.1.5 Course Syllabus

Faculty shall provide a course syllabus to students in each of their classes which, ~~in addition to standard information (e.g., instructor name, course name, days and time of course, office hours, contact information office, telephone number, email address, etc.)~~ contains at least the following information:

a. instructor name;

b. course name and number, section number, and unit count;

c. day(s) of class;

d. time of class;

e. office hours;

f. office phone number;

g. office location;

h. email address;

i. location of class;

j. exam policy;

~~a.k.~~ course objectives **description**

l. course student learning outcomes;

~~b.m.~~ required text(s) and course materials;

~~e.n.~~ due dates for assignments and exams;

~~d.o.~~ class attendance policy;

~~e.p.~~ policies for turning in late assignments and making up exams;

~~f.q.~~ grading policy, including components to be included in the calculation of the final

course grade and their respective weights;

g.r. course standards for academic integrity, **at a minimum including the statement "Students are expected to do all work assigned to them without unauthorized assistance and without giving unauthorized assistance. For the complete policy, see the university catalog."**;

h.s. a statement regarding academic accommodations for students with disabilities, **such as "To request academic accommodations due to a disability, please contact the Office of Services for Students with Disabilities (SSD) as soon as possible. You must have an accommodations letter from the SSD office documenting that you have a disability; present the letter to me during my office hours as soon as possible or in the first class period"**;

i.t. other issues in accord with departmental guidelines and practice.

RATIONALE: The Curriculum Conversion Committee has requested that the Academic Senate consider a number of changes to the Handbook language in Section 303.1.5, and that the Academic Senate recommend to the President the adoption of a standard syllabus format. The changes proposed herein are those deemed appropriate by the AAC.

Distribution List:

President
Provost & V.P. for Academic Affairs
School Deans
Department Chairs
General Faculty

Approved by the Academic Senate on June 5, 2014
Sent to the President for approval on June 12, 2014
Approved by the President on August 13, 2014