

Reference Number: S15-257

Senate Approval Date: Tuesday, May 12, 2015

POLICY ON COURSE SYLLABI

Justification

This policy updates Academic Senate Policy #F10-257 (Policy on Course Syllabi), which updated #S08-90 (Policy on Course Syllabi) and Academic Senate Policy #F07-244 (Syllabus Disability Statement Policy), which established requirements for course syllabi.

The purpose of this revision is to set forth a statement regarding student disclosures of sexual violence and Title IX responsibilities for all syllabi. This revision will provide students with tools and guidelines regarding SF State faculty and staff reporting obligations in terms of information regarding sexual violence. These statements will be required to be added to all syllabi.

Policy

I. Guidelines covering syllabus use in courses

Students shall receive a written syllabus (digitally or in hard copy) by the first course meeting or, in the case of courses taught online, it will be available to them when the course opens.

During the semester, students shall be notified in writing (digitally or in hard copy) of any substantive changes in the course syllabus. Colleges, schools, departments, or programs may specify additional syllabus requirements for their courses.

II. Basic information for all course syllabi

All course syllabi shall include:

1. the instructor's name, office location, office phone number, office hours, and contact information;
2. the course title and number;
3. a statement of scope, content, course objectives and student learning outcomes (SLOs) for the course;
4. a list of texts and materials to be used throughout the course, including any additional fees or costs;
5. a description of the grading policy;
6. a description of the teaching methods to be employed; and
7. any additional statements required by Academic Senate Policy.

III. Courses within the University-wide requirements (i.e., General Education and overlay requirements)

In support of the university baccalaureate degree requirements policy and undergraduate baccalaureate goals, additional information will be required on all undergraduate course syllabi proposed for inclusion in the GE program, including:

1. the student learning outcomes [SLOs] for the GE area (and/or overlay{s}) for which the course is seeking certification;
2. any course-specific student learning outcomes; and;
3. linkage of all SLOs (GE area, overlay, and course-specific) to the activities and/or assignments students will complete to demonstrate they have met those SLOs.

IV. Courses within the major

All new undergraduate and graduate course syllabi submitted for inclusion within a major program shall align course objectives and outcomes to the mission statement or objectives of the major.

V. Statements required by Academic Senate Policy

All syllabi shall include statements required by Academic Senate Policy, including the university's statement regarding disability access: Sections enclosed by brackets may be updated by the appropriate administrator without senate action.

A. Disability access

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The [Disability Programs and Resource Center (DPRC)] is available to facilitate the reasonable accommodations process. The [DPRC] is located in the [Student Service Building] and can be reached by telephone [(voice/415-338-2472, video phone/415-335-7210) or by email (dprc@sfsu.edu).]

B. Student disclosures of sexual violence .

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the [Title IX Coordinator by completing the report form available at <http://titleix.sfsu.edu>, emailing vpasem@sfsu.edu or calling 338-2032]. To disclose any such violence confidentially, contact:

[The SAFE Place - (415) 338-2208; http://www.sfsu.edu/~safe_plc/]

[Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>]

For more information on your rights and available resources: <http://titleix.sfsu.edu>

This policy replaces Academic Senate Policy #S10-257 (Policy on Course Syllabi) and Academic Senate Policy #F07-244 (Syllabus Disability Statement)
