



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1200**

POLICY ON UNIVERSITY COURSE SYLLABUS

1. A syllabus should be prepared for each class section an instructor teaches. The syllabus should be distributed to students either on paper or electronically before the second week of the term. At a minimum, a syllabus should contain these items:

- 1.1 The instructor's name, office location, phone number, and e-mail address;
- 1.2 The instructor's Office Hour schedule;
- 1.3 A brief statement of course objectives (this might be limited to saying a course covers chapters one through six of the text);
- 1.4 Title(s) of required and recommended text(s);
- 1.5 Course prerequisites and co-requisites;
- 1.6 A tentative schedule of assignments and exams;
- 1.7 An explanation of the class grading system;
- 1.8 Examination methods (objective, essay, Scantron, other);
- 1.9 A policy statement regarding the make-up of assignments and exams (this could be that there will be no make-ups);
- 1.10 A policy statement concerning attendance, particularly as it affects the grade (this could be that a student is responsible for all material and activities covered in a class period whether the student chooses to attend or not); and
- 1.11 The instructor's information on academic dishonesty as it applies to the class.

Instructors are free to elaborate on or add to this list as they deem appropriate for their class.

2. The following policies are not required, but should be considered for inclusion in syllabi
 - 2.1. Statements about campus Disability Resource Center (DRC) services, the campus address, the telephone number, the URL, and further statements that encourage students who qualify to register with the DRC.

