



**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.



- 2.2. Information about exam schedules.
- 2.3. Course-specific Student Learning Outcomes.
- 2.4. A reference to campus resources that students can access if they are having difficulties.
3. When enforcing policies related to absences and make-up work, instructors may take the following considerations into account:
 - 3.1. Federal, State, and Municipal laws can place duties on citizens that may not be avoided. Students may be asked to serve in the National Guard, to perform on juries or grand juries, or to participate in emergency response obligations.
 - 3.2. Many students have family responsibilities.
 - 3.3. Students' may have chronic or unexpected medical problems.
 - 3.4. The university generally encourages co-curricular activities such as the Model United Nations, athletic activities, theatrical and musical performances, etc., in recognition of the educational value of these activities.
4. The California State Education Code, as law, supersedes all campus policies. In particular, section 89320 states:

The Trustees of the California State University require each state university, in administering any test or examination, to permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply if administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided. In any court proceeding in which the existence of an undue hardship that could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution.