

Course Syllabus Policy

1.00 Purpose

This policy on course syllabi contributes to student success by outlining the required components of a syllabus such that faculty and students have a shared understanding of course expectations, grading, and learning outcomes.

This policy is deemed to be consistent with the University's commitment to the principles, goals, and ideals described in the Cal State Monterey Bay (CSUMB) Founding Vision Statement and to its core values.

2.00 Distribution and Retention

All undergraduate, graduate, and professional courses, regardless of the method of delivery, must have a current syllabus consistent with accessibility practices¹, that defines the expectations of the instructor and the responsibilities of the student. Instructors shall be responsible for preparing and distributing a syllabus as a hard copy in class, or as an email attachment or embedded link, or with equivalent information on a learning management system to all enrolled students no later than the beginning of the first class meeting.

Academic units or instructors shall submit final versions of syllabi to the Department by the census date. Syllabus-equivalent information embedded in the learning management system or other electronic means shall be compiled by the instructor into an archivable format for submission to the Department. The Department shall maintain the records of all course syllabi, as specified by [the Systemwide Records Retention and Disposition Schedules for the CSU](#).

3.00 Syllabus Components

Individual departments and/or colleges may develop guidelines on course syllabi that differ from this policy but may not omit the required components as set forth in this policy (e.g., additional course syllabi components may be required for faculty who teach courses aligned with state/national accreditation standards). In this case, Departmental and/or College guidelines shall be developed collaboratively and approved by a faculty vote in compliance with shared governance.

3.10 Required Components

All course syllabi shall include the following components:

1. The instructor's name, CSUMB email contact information, regularly scheduled office hours² and other ways the student can interact with the instructor outside of class;

¹ See [Digital Accessibility Policy](#)

² See [Instructional Faculty Office Hours Policy](#)

2. The course title and number, class meeting location (physical or virtual), the days and times of class meetings, number of units, pre-requisites, and the course catalog description;
3. A list of required texts and instructional materials to be used throughout the course;
4. Specification of any technology requirements, such as computer, special hardware devices, or software apps, or access to specific learning management system platforms that students must have in order to participate in classroom activities and/or to submit assignments;
5. The learning outcomes met by the course (e.g. Major, General Education or University Learning Outcomes, or preparing for external certifications);
6. Descriptions of the learning activities or learning modules students use to achieve the learning outcomes (i.e., explanation of the assignments or reference to descriptions in the learning management system) and a calendar or timeline of topics and when assignments are due and how to submit them (e.g., in class, hard copy or through learning management system);
7. Information about course specific safety protocols (e.g. use of personal protective equipment, the need to take chemical hygiene, defensive driving or other training) and a link to the [campus wide safety guidelines](#);
8. The grading policy, which includes the weighting of assessment activities in relationship to the final grade (e.g., assignments and examinations), any course policy for missed or late work that has an implication for grading, and the grading scale;
9. A reference to the University's [Enrollment and Registration Policy](#), (i.e., information about requesting an incomplete or a withdrawal); A link to the campus' [Grade Appeal Policy](#);
10. Statement regarding availability of disability services (see [TLA website](#) for example);
11. Statement about academic integrity (see [TLA website](#) for example) or link to the campus' [Academic Integrity Policy](#) or college-level practices;
12. Statement regarding the collection of student work for assessment (see [TLA website](#) for example); and,
13. A "subject to change" disclaimer that allows a faculty member to revise the course syllabus during the semester, and a description of the circumstances and process by which this would occur. Students shall be notified (i.e., digitally or in hard copy) of any substantive changes (e.g., change in due dates or change in point value of an assignment) to the syllabus.

3.20 Recommended Elements

In addition to the required elements, it is recommended to include the following:

1. Criteria and grading rubrics for assignments;
2. Special guidelines for the course (e.g., that collaboration is permitted on take-home work, or that calculators can be used on exams, or field work protocols, or the use of audio and/or visual recording during class, appropriate and/or inappropriate uses of artificial intelligence);

3. Information about or links to University information about academic deadlines, campus holidays, availability of tutoring services, availability of student support services in the Center for Student Success and the Personal Growth and Counseling Center, etc.;
4. Description of appropriate classroom behavior and consequences for inappropriate behavior (e.g., limitations or prohibition on the usage of cell phones and/or other technology devices, talking in class, class discussion protocols, eating in class, etc.); and,
5. Identify the expectations for student conduct for the course, which should include a reference to the [CSU Standards for Student Conduct](#)³, [Title IX & DHR](#), and the consequences for Student Conduct violations, including a report to the CSUMB Office of Student Conduct.

4.00 Continuous Renewal

This policy shall be reviewed ten years from its effective date. This policy may be reviewed before that time as necessary.



President Vanya Quiñones

Effective Date:

Certification of Process

Reviewed by: Educational Planning and Policy Committee, Academic Senate Executive Committee, Academic Senate, Academic Leadership Team, Associated Students, Enrollment Management & Student Affairs, Administration & Finance.

³Title 5, *Standards for Student Conduct*, Section 41301(b)(8)

Memorandum from Policy Facilitation Team

To: VP Andrew Lawson

Subject: Policy for final Presidential approval

From: Policy Facilitation Team

Date: April 9, 2025

Policy: Course Syllabus

The Course Syllabus Policy has been updated. This policy has been fully vetted on campus in accordance with the principles of shared governance.



Andrew Lawson, Provost


JH

04/10/2025

Date