

Adopted: May 2, 2006

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA

AS-644-06

RESOLUTION ON COURSE SYLLABI

1 WHEREAS, Campus Administrative Policy requires that faculty provide a syllabus for each course that  
2 they teach; and  
3

4 WHEREAS, Students have a need and a right to know the expectations and assessment methods of the  
5 courses they are taking; therefore be it  
6

7 RESOLVED: That every instructor shall make available to each student in her/his class, during the first  
8 class meeting, a written course syllabus providing:  
9

- 10 • Instructor's contact information including office hours and office location
- 11 • A list of required text(s) and supplementary material for the course
- 12 • Methods and expectations for assessing/grading student performance for the course
- 13 • Attendance requirements and make up policy (if applicable)
- 14 • Other information the instructor deems necessary to assure the student's  
15 understanding of the nature, requirements, and expectations of the course; and be it  
16 further  
17

18 RESOLVED: That each instructor shall be required to spend a portion of the first meeting of the class  
19 discussing the course syllabus; and be it further  
20

21 RESOLVED: That this resolution recognizes that faculty hold final responsibility for grading criteria and  
22 grading judgment and does not restrict the right of faculty to alter student assessment or  
23 other parts of the syllabi during the term; and be it further  
24

25 RESOLVED: That the above three Resolved clauses shall become part of the Campus Administrative  
26 Policy; this policy shall be included in the Faculty Handbook; and this policy shall be  
27 communicated to all faculty at least once each year by the Provost or her/his designee.

Proposed by: Academic Senate Executive Committee  
Date: March 14, 2006  
Revised: March 28, 2006  
Revised: April 11, 2006  
Revised: May 2, 2006



## MEMORANDUM

TO: Joe Vaccaro,  
Chairman of the Board

DATE: 2/3/06

FROM: Jared Samarin, College of Agriculture

COPIES:  
Rick Johnson, Executive Director  
Tylor Middlestadt, ASI President  
John Azevedo, College of Engineering

SUBJECT:

Resolution 06-09 ASI Supports Guidelines for Course Syllabi

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This memo is presented in accordance with the ASI bylaws and is intended to offer background to ASI Resolution 06-09. This resolution was written to provide student perspective to course syllabi use at Cal Poly we have cited as supporting documentation the Academic Senate resolution on course syllabi use as well as the guidelines established by the Senate's curriculum committee. This resolution was also drafted to provide support for the Academic Senate Resolution as well as describe the importance to students of a minimum standard for course syllabi.

**Associated Students, Inc.**  
**California Polytechnic State University**  
**San Luis Obispo**

**Resolution #06-09**

ASI Supports Guidelines for Course Syllabi

- WHEREAS: Associated Students, Inc. (ASI) is the official voice of Cal Poly students, and
- WHEREAS: The Cal Poly Academic Senate Instruction Committee has recommended approval of Guidelines for a Course Syllabus, and
- WHEREAS: Course syllabi are integral to student success by providing important information about academic expectations, grading standards, and course requirements, and
- WHEREAS: Course syllabi are a contract between the instructor and student regarding the above stated items, and
- WHEREAS: There is not currently public access to course syllabi making it difficult for students to determine which courses best meet their individual educational objectives, and
- WHEREAS: A consistent standard for course syllabi would enhance student success and progress, and
- THEREFORE  
BE IT  
RESOLVED: ASI urges the Faculty of Cal Poly to establish and adopt a standard for course syllabi, and
- FURTHERMORE  
BE IT  
RESOLVED: ASI recommends the guidelines include at a minimum: academic expectations, grading standards, and course requirements, and
- FURTHERMORE  
BE IT  
RESOLVED: ASI urges that a written hard copy of the syllabi be distributed to all students enrolled in the course and made available upon request for review by administration, faculty, and students.

CERTIFIED as the true and correct copy, in witness thereof, I have set my hand and Seal of the Associated Students, Inc. this \_ day of \_\_\_\_\_, 2006.

ADOPTED at the regular meeting of the Board of Directors by \_\_\_\_\_ vote on \_\_\_\_\_, 2006.

\_\_\_\_\_  
ASI Secretary

\_\_\_\_\_  
ASI Chair of the Board

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ASI President

Sponsored by: Jared Samarin, ASI Board of Directors, College of Agriculture  
John Azevedo, ASI Board of Directors, College of Engineering  
Todd Maki, ASI Board of Directors, College of Engineering

State of California

## Memorandum

**CAL POLY**

SAN LUIS OBISPO  
CA 93407

To: David Hannings  
Chair, Academic Senate

Date: June 21, 2006

From: Warren J. Baker  
President

Copies: R. Detweiler, M. Suess,  
D. Howard-Greene,  
R. Johnson, T. Maki,  
G. Mueller

Subject: Response to Senate Resolution AS-644-06---Resolution on Course Syllabi

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This memo formally acknowledges receipt and approval of the above-referenced Academic Senate resolution. By copy of this memo, I direct that the first three resolved clauses are to be included in the Campus Administrative Policy and the Faculty Handbook, and that they are to be disseminated to the faculty annually by the Provost or his/her designee.

I appreciate the efforts of the Academic Senate in addressing this issue.