

Adopted: May 12, 2026

**ACADEMIC SENATE  
Of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-1011-26**

**RESOLUTION ON COURSE SYLLABI**

**Impact on Existing Policy:** Updates AS-644-06.

- 1 WHEREAS, Campus Administrative Policy (CAP) 210.4 requires that faculty  
2 provide a syllabus for each course section they teach; and  
3
- 4 WHEREAS, Students need to have timely access to course information, expectations  
5 and assessment methods, etc.; and  
6
- 7 WHEREAS, AS-644-06 specifies that every instructor is required to make a course  
8 syllabus available to each student at the first class meeting of the  
9 term; and  
10
- 11 WHEREAS, Faculty may distribute the syllabus to students in a variety of  
12 ways (e.g., hard copy distributed during the first class meeting, an  
13 electronic copy delivered via campus email, and/or posted to the  
14 course page in the campus LMS (Canvas), etc.)  
15
- 16 WHEREAS, Faculty are required to spend a portion of the first class meeting  
17 discussing the course syllabus (CAP 210.4.6.2); and  
18
- 19 WHEREAS, Faculty shall communicate the course learning outcomes to students,  
20 and may use the syllabus, the campus LMS (Canvas), or other means  
21 appropriate to do so (AS-739-12, CAP 210.4.6.1); and  
22
- 23 WHEREAS, Faculty have final responsibility to determine grading criteria and grading  
24 judgement (CAP 210.4.6.3); and  
25
- 26 WHEREAS, Faculty have the right, with notice to students, to alter scheduled course  
27 assessments, the course calendar, deadlines or other parts of the syllabus  
28 (that do not change the course learning outcomes) during  
29 the term (CAP 210.4.6.3); and therefore, be it

30 WHEREAS, it is commonly recognized that generative artificial intelligence and other  
31 automated systems are used in academic, professional and creative contexts;  
32 and  
33

34 WHEREAS, Faculty have final responsibility to determine:  
35

- 36       ▪ the degree to which generative artificial intelligence use is permitted,  
37       limited, prohibited or required in the course; and
- 38       ▪ identify applicable requirements for disclosure, acknowledgement,  
39       citation, sources or other documentation of such use; and
- 40       ▪ whether assignment specific instructions may further restrict or  
41       authorize such use; and

42

43 WHEREAS, students need clear course-level notice of academic integrity policies  
44 including the instructor’s policy regarding the use of generative artificial  
45 intelligence and other automated systems; and therefore, be it  
46

47 RESOLVED, that the Cal Poly Academic Senate supports this resolution on course  
48 syllabi, and be it further  
49

50 RESOLVED, Course syllabi shall at minimum include the following information or links to  
51 the information:

- 52       • Instructor’s name and contact information
- 53       • Office hours and office location and/or link for virtual office hours
- 54       • Course title and description (if applicable, indicate if course meets a  
55       GE, GWR, or USCP requirement)<sup>1</sup>
- 56       • Course learning outcomes<sup>2</sup>
- 57       • Required texts, materials, technology, supplies. Supplementary  
58       materials if applicable
- 59       • Course policies (if applicable, attendance, late work & make-up  
60       policies, collaboration policies, academic integrity policies, etc.)<sup>3</sup>
- 61       • Course policies governing the student use of generative artificial  
62       intelligence and other automated systems<sup>3</sup>
- 63       • Methods of assessment, evaluation and grading
- 64       • To the extent possible, a tentative calendar of assignments and  
65       assessments<sup>4</sup>
- 66       • Day/time of final assessment; and be it further  
67

68 RESOLVED, the above resolved clause be updated in the Campus Administrative  
69 Policies, Faculty Handbook, and Academic Programs and Planning  
70 Academic Policies webpage; and be it further  
71

72 RESOLVED, this policy shall be communicated to all faculty before the beginning of each  
73 term by the Provost or their designee.  
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75 RESOLVED, this policy will be effective Fall 2026.

Proposed by: Academic Senate Instruction Committee  
Date: March 3, 2026

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<sup>1</sup> Course title and description should be included exactly as written in the Catalog.

<sup>2</sup> Instructors can find course learning outcomes in the approved course proposal in CIM (Course Inventory Management). Course learning outcomes communicated to students should align with those in the approved course proposal.

<sup>3</sup> Some syllabus statements on course policies and use of generative artificial intelligence can be found at:  
<https://ctlr.calpoly.edu/syllabus-statements>.

<sup>4</sup> For classes that are not listed in the class schedule as hybrid or online, if any portion of the class is planned for online delivery, that information should be provided to students as soon as possible and those days should be noted in the tentative course calendar as online modality.