

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.

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| 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)¹
56 • Course learning outcomes²
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.)³
61 • Course policies governing the student use of generative artificial
62 intelligence and other automated systems³
63 • Methods of assessment, evaluation and grading
64 • To the extent possible, a tentative calendar of assignments and
65 assessments⁴
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

¹ Course title and description should be included exactly as written in the Catalog.

² 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.

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

⁴ 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.



OFFICE OF THE PRESIDENT

MEMORANDUM

To: Samuel Frame
Chair, Academic Senate

Date: July 28, 2026

From: Jeffrey D. Armstrong
President

Copies: Al Liddicoat
Jennifer Haft
Mary Pedersen
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Academic Deans
Academic Programs and Planning
Academic Personnel
Campus Administrative Policies
Office of the Provost
Office of the Registrar

Subject: Response to AS-1011-26 Resolution on Course Syllabi

By way of this memo, I approve the above-entitled Academic Senate resolution.

This resolution provides clear and timely guidance regarding the minimum information that course syllabi should include and supports greater transparency for students regarding course expectations, assessment methods, and the use of generative artificial intelligence and other automated systems. Sharing this policy through appropriate academic leadership channels will help promote a common understanding of these expectations across the university.

Please extend my appreciation to the Academic Senate and the Academic Senate Instruction Committee for their thoughtful work on this matter.