



### Syllabus Policy

<b>Policy Number:</b>	AA 02-003
<b>Policy Administrator:</b>	Associate Vice President Academic Affairs
<b>Policy Initiator:</b>	Associate Vice President Academic Affairs
<b>Authority:</b>	CSU Accessible Technology Initiative, Western Association of Schools and Colleges
<b>Effective Date:</b>	March 15, 2018
<b>Revised Date:</b>	
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

**Purpose:**

The academic syllabus constitutes an implied contract between instructor and student. By setting clear parameters for learning and providing explicit rules and regulations governing the classroom environment, the educational experience and expectations for student success are heightened and the likelihood of student-initiated change of grade complaints are diminished. Furthermore, a university-wide policy on syllabi emphasizes coherence across curricular levels and programs in alignment with the institution's missions, goals, and learning outcomes.

**Scope:**

This policy applies to all instructional classes within Academic Affairs.

**Accountability:**

The appropriate academic administrators, Department Chairs and/or Departmental Course Coordinators, if applicable, are responsible for administering this policy and ensuring compliance.

**Policy:**

It is the policy of the California State University Maritime Academy (Cal Maritime) that students shall receive a copy of the syllabus by the first course meeting, or, in the case of online courses, a syllabus shall be made available when the course opens. The syllabus shall contain, but is not limited to, specific information as outlined in the Procedure section below. The syllabus shall conform to the Accessible Technology Initiative template as required by California State University Executive Order AA-2013-03. The responsibility for compliance of syllabus content and ATI compatibility ultimately lies with the Department Chair, but the Department Chair can designate course coordinator(s) from among the faculty to facilitate this process. A copy of the syllabus shall be sent to the office of the appropriate dean or academic administrator and shall be inserted into the "Syllabus Central" folder in the Learning Management System platform.

**Procedure:****A. Guidelines covering syllabus use in courses**

Students shall be able to access the course syllabus by the first class meeting or, in the case of courses taught online, syllabi will be available to students no later than when the course first opens.

During the semester, students shall be notified in writing (digitally or in hard copy) of any substantive changes in the course syllabus. Departments or programs may specify additional syllabus requirements for their courses, such as STCW regulations Edwards Leadership Development Program, Service Learning, etc.

**B. Basic information for all course syllabi**

All course syllabi shall include:

1. the instructor's name, office location, office phone number, office hours, and contact information;
2. the course title and number;
3. a statement of scope, content, student learning outcomes (SLOs) for the course;
4. the course description – identical to current catalog description;
5. a list of texts and materials to be used throughout the course, including any additional fees or costs;
6. a description of the grading policy;
7. course schedule; instructor's attendance policy;
8. link to campus Academic Integrity Policy and consequences for violations thereof
9. link to campus Add/Drop Policy;
10. an indication of use, if applicable, of any proprietary anti-plagiarism system;
11. in the case of a course in an externally-accredited program or STCW courses with specific requirements pertaining to syllabus content and/or attendance, that content shall also be included.

**C. Dissemination and evaluation of course syllabi**

All course syllabi shall be:

1. Reviewed, via a Course Coordinator or other designee by the Department Chair, for required content components and ATI compatibility. Ultimately, the Department Chair is responsible for ensuring compliance to the policy. Department Chairs are also responsible for ensuring compliance for those courses in their departments which may be taught by faculty from other departments.
2. Uploaded into the Learning Management System's (currently Moodle) course for students to view electronically at any time for the duration of the course;
3. Uploaded to the "Syllabus Central" folder on the Learning Management System and sent to the office of the appropriate academic administrator who shall then maintain this archive of all syllabi by department .