

## Syllabus Checklist

All CSUCI courses shall have a syllabus. It is required that the syllabus be made available to students on the first day of class and may be maintained in the course's digital space (i.e., CI Learn/Canvas) as appropriate.

### Required Syllabi Components

The [Syllabus Policy SP 24-07](#) has identified the following required components to be included in all course syllabi. The components are outlined in the table below.

| Required Syllabi Components                | Guidance for Required Syllabi Components                                                                                                                                                                                                   |
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| Instructor(s) contact information          | Include professor name(s), office location(s), office hours, and CSUCI contact information                                                                                                                                                 |
| Course Information                         | Include class meeting days/time, location, and specify the mode of instruction (modality): online, in-person, or hybrid.                                                                                                                   |
| Course Description                         | Include the <a href="#">course description from the catalog</a> , which includes pre-requisites, co-requisites, and General Education (GE) areas met                                                                                       |
| Student Learning Outcomes (SLOs)           | Include all <a href="#">student learning outcomes</a> listed in the approved course proposal                                                                                                                                               |
| General Education SLOs                     | If the course is designated <a href="#">General Education, additional student learning outcomes</a> from General Education shall be included                                                                                               |
| Tentative Class Schedule or Course Outline | List your tentative class schedule or course outline in a format that is easily followed and must include your major assessment dates so that students can plan appropriately.                                                             |
| Curricular elements                        | Explain your major assignments, readings, assessments, and the weight of major assessments in the final grade.                                                                                                                             |
| Course-Specific Requirements               | List information students need beyond typical course expectations such as, attendance outside of scheduled course time, financial commitments, or travel off campus, which may include trips, equipment, fees, experiential learning, etc. |
| Specific Course Policies                   | Information about instructor-generated policies (e.g., use of AI, automatic drop, late work, course participation, bringing children to class, taping/recording, cell phone, computers, extra credit, use of CSUCI email).                 |
| Grade Information                          | Include grade information as specified in the <a href="#">CSUCI Policy on Grades (SP.12.07)</a> or current version and in                                                                                                                  |

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|                                                 | keeping with what is specified by your program chair. You must clearly state whether "+/-" grading is used.                                                                                                                                                                                                                                                                                                                                                                                                  |
| Application of the Policy on Academic Integrity | Application of the <a href="#">Policy on Academic Integrity SP.19.001</a> or current version to course grades: Instructors shall state whether they will adhere to the general guidelines in the policy or have more specialized grade consequences.                                                                                                                                                                                                                                                         |
| Final Exam Day/Time                             | Refer to the <a href="#">Schedule of Classes</a> for more information.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Attendance Policy                               | Explain your Attendance Policy. In addition, if students are graded on attendance please include the following statement at the end of the attendance statement: If absences have extenuating circumstances related to a medical condition or disability for which you may require reasonable accommodation, please refer to the Disability Statement.                                                                                                                                                       |
| "Subject to Change" disclaimer                  | Explain that the syllabus is subject to change and indicate how changes to the syllabus will be communicated to students. An example is provided in the header of the syllabus template.                                                                                                                                                                                                                                                                                                                     |
| CSUCI Disability Statement                      | Include the following statement: If you are a student with a disability requesting reasonable accommodations in this course, please contact the student disability accommodations office. All requests for reasonable accommodations require registration with the accommodations office in advance of needed services. Faculty, students, and the accommodations office will work together regarding academic accommodations. Students are encouraged to discuss approved accommodations with your faculty. |
| Basic Needs Statement                           | Include the following statement: Please use the link to the Basic Needs Program on the <a href="#">Syllabus Policies and Assistance website</a> (go.csuci.edu/syllabuspolicies) for information on emergency food, housing accommodations, toiletries, and connections to critical resources.                                                                                                                                                                                                                |
| Syllabus Policies & Assistance Website          | CSUCI's <a href="#">Syllabus Policies and Assistance Website</a> provides important details about academic policies, campus expectations, and student support services that are all highly applicable to your success as a student both in and outside of the classroom. Ensure that you review this site on a regular basis to stay                                                                                                                                                                         |

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|  | informed about the policies and resources that support your success, as campus resources or policies may change semester to semester. |
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**Additional elements that are strongly recommended are offered in the template.**