

TO: All Faculty

FROM: Carol J. Peterson
Provost and Vice President for Academic Affairs

DATE: August 15, 2003

SUBJECT: Reminder: Regental Guidelines on Syllabi and Course Expectations

This memo is a reminder of the Regental and SDSU expectations regarding course syllabi. The Regental System has the following policy statement on course syllabi:

It is the obligation of each higher education institution to inform students at the beginning of each course of the objectives, requirements, performance standards and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. A current syllabus for each course is maintained at the institution level. The specific style and content of course syllabi are institutional responsibilities. (Section I, 11.a., Operational Guidelines of Academic Affairs Council) Dr. James Shekelton, Board of Regents Council, has clarified that syllabi need to indicate that students with disabilities should alert the University that they have a disability so that necessary adaptation can be provided.

It has been suggested by some departments that our syllabi include a policy statement on academic honesty/dishonesty. I encourage you to include that on your syllabus. It is expected that SDSU will follow this System guideline. I am again asking that you follow this within your departments and make certain that our practices and files are complete in this area. The specific style and content of a syllabus is a faculty member's prerogative unless a department has determined to cooperate on a common format.

Regardless of style/content, the Regental minimums should be there in writing and a current syllabus on file in the department office.

If you have any questions on this, please call me.

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copied to: President Peggy Gordon Miller
Executive Vice President Michael Reger
Registrar Rick Davis