

8 **POLICY RECOMMENDATION**
9 **Amendment A to S16-9, Section A, to include accessible**
10 **syllabus template requirement, and Section B.1.e, to**
11 **include expected hourly commitment for each**
12 **unit of credit**
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14 Whereas: Faculty are required to maintain course documents in an accessible
15 format [<http://www.sjsu.edu/accessibility/policies/>] in response to federal
16 law, state law, and CSU policy; and
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18 Whereas: The university provides an accessible syllabus template for all faculty that
19 ensures compliance with accessibility requirements; and
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21 Whereas: The current syllabus policy does not require that faculty members utilize
22 the accessible syllabus template;
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24 Whereas: S16-9 updated the SJSU University Policy on course syllabi; and
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26 Whereas: S16-9 rescinded S06-2 and S12-3; and
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28 Whereas: WASC requires a statement indicating the expected hourly commitment
29 for each unit of credit in the syllabus; therefore be it
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31 Resolved That S16-9, Section A, be amended to say (amendments in bold):
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33 **A. General syllabus procedures**

- 34 • Each member of the faculty at San José State University shall
35 provide a syllabus to each student in every class, to be available
36 no later than the first class meeting. **Faculty members shall**
37 **follow accessibility guidelines and use the appropriate**
38 **syllabus template format provided by the University to**
39 **create their syllabus.** If the faculty member chooses to make
40 the syllabus available only online and not distribute hard copies
41 to students, it must be available online no later than the first
42 scheduled day of class. The faculty member shall provide an
43 electronic or hard copy of the syllabus to the department office
44 for department files on or before the first day of class.
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46 And, therefore be it
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48 Resolved that S16-9, Section B.1.e be amended to say (amendments in bold):

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e) Course requirements, e.g. papers, projects, exams, quizzes, homework, laboratory work, fieldwork, participation.

- Course calendar including assignment due dates, exam dates, final exam date and time, and any other relevant information.
- **The following language must be included in the syllabus:**

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”