

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

Amendment A to University Policy S16-9, Course Syllabi

Legislative History:

University Policy S16-9, Course Syllabi, was approved on April 5, 2016. S16-9 rescinded University policies F06-2 and S12-3. On March 12, 2018, the Academic Senate approved Amendment A to University Policy S16-9 presented by Senator Laura Sullivan-Green for the Instruction and Student Affairs Committee. The current syllabus policy does not require that faculty members follow accessibility guidelines as shown in the syllabus template, and WASC requires a statement indicating the expected hourly commitment for each unit of credit in the syllabus. This amendment addresses these concerns.

Amends: S16-9

**Signed and approved by
President Mary A. Papazian
on April 3, 2018**

**Amendment A to University Policy S16-9
Course Syllabi**

Whereas: Faculty are required to maintain course documents in an accessible format [<http://www.sjsu.edu/accessibility/policies/>] in response to federal law, state law, and CSU policy; and

Whereas: The university provides an accessible syllabus template for all faculty that ensures compliance with accessibility requirements; and

Whereas: The current syllabus policy does not require that faculty members utilize the accessible syllabus template;

Whereas: S16-9 updated the SJSU University Policy on course syllabi; and

Whereas: S16-9 rescinded S06-2 and S12-3; and

Whereas: WASC requires a statement indicating the expected hourly commitment for each unit of credit in the syllabus; therefore be it

Resolved: That S16-9, Section A, be amended to say (amendments in bold):

A. General syllabus procedures

- Each member of the faculty at San José State University shall provide a syllabus to each student in every class, to be available no later than the first class meeting. **Faculty members shall follow accessibility guidelines provided by the University to create their syllabus.** If the faculty member chooses to make the syllabus available only online and not distribute hard copies to students, it must be available online no later than the first scheduled day of class. The faculty member shall provide an electronic or hard copy of the syllabus to the department office for department files on or before the first day of class.

Furthermore, be it

Resolved: that S16-9, Section B.1.e be amended to say (amendments in bold):

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 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

Approved: March 5, 2018

Vote: 11-0-0

Present: Bullen, Busick, Gill, Grindstaff (non-voting), Hospidales, Khan, Kim, Ng (non-voting), Sen, Sullivan-Green, Trousdale, Walters, Wilson

Financial impact: None

Workload impact: None