

Adopted: April 26, 1988

**ACADEMIC SENATE**  
OF  
California Polytechnic State University  
San Luis Obispo, California

**AS-282-88/IC**

**RESOLUTION ON**  
**COURSE INFORMATION /SYLLABI**

RESOLVED, That during the first week of classes an instructor is to distribute to the class members printed information about the course\*, including at least the following items as many of the following items as are applicable:

1. The instructors's grading policy;
2. Required texts and other materials;
3. Course goals, objectives and requirements;
4. Attendance requirements;
5. Policy on due dates and make-up work;
6. Tentative schedule of examinations; and
7. Policy on retention of exams, especially final exams; and, be it further

RESOLVED: That the instructor be encouraged to distribute a syllabus# to the class.

\* It is understood that circumstances may require a change in the course information and /or syllabus distributed during the first week of a class and this resolution does not preclude such changes, nor is it meant to abridge any principle of academic freedom.

# A syllabus is a written day-by-day or week-by-week list of reading assignments, lecture topics, homework assignments, etc.

Proposed by:  
Academic Senate  
Instruction Committee  
February 10, 1988

State of California

# Memorandum

**RECEIVED**

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**CAL POLY**

SAN LUIS OBISPO  
CA 93407

To : Charles Crabb, Chair  
Academic Senate

Date : June 9, 1988

Academic Senate

File No.:

Copies : Malcolm Wilson

From :   
Warren J. Baker  
President

Subject: Academic Senate Resolution on Course Information/Syllabi  
(AS-282-88/IC)

The above subject resolution is hereby approved. I am pleased to acknowledge the Academic Senate's attempt to encourage faculty to respond to effective teaching techniques.