

Syllabus Design

Policy adopted by the Senate, April 27, 2004; Revised April 8, 2014

Senate Policy on syllabi requires that all course syllabi include a description of expected student learning outcomes and that departments retain and make accessible the most recent versions of course syllabi.

1. Course Syllabi: The syllabus for each course shall describe the course's purpose, scope and student learning outcomes. In addition, each syllabus shall include office hours and contact information for the instructor, refer to the current procedure for accommodating students with disabilities (refer to Student Disability Services), and describe the course design, required materials, schedule, and grading policies, which may vary by section. A syllabus shall not bind the instructor to specific details, and the instructor shall retain the right to adjust the course design. Major departures from the syllabus, however, especially with regard to student learning outcomes, major assignment due dates and exam dates, and grading policies, shall be made only for compelling reasons.
2. Instructors shall provide students with access to their course syllabus at or before the first class meeting. In addition, instructors shall post their syllabus on the official and available course site of the SDSU Blackboard learning management system as well as any other course web site routinely accessed by the course students. Any major changes to the course syllabus shall be announced in class, communicated to all students electronically, and incorporated into an updated and posted version of the syllabus.
3. Departments shall, by the end of each semester, upload that semester's course syllabi in an accessible electronic format to the SDSU Syllabus Collection. Faculty may elect to complete and provide to their department a completed course information template (available from the SDSU Syllabus Collection) in lieu of the official course syllabus.

A detailed description of course syllabi production begins on page 54.

500 Level Course Proposal Justification

Departments planning to submit requests for new courses at the 500 level or requests to change the level of a course to 500 should be aware of the policy of the Graduate Curriculum Committee in regard to these courses.

1. For academic units that do not offer a master's degree, written statements from the department whose graduate students will use the courses in question should be attached to the curricular proposal forms. Included should be an indication of how the course will contribute to the students' graduate program, the number of graduate students likely to be involved, requirements for special handling of graduate students and similar issues.
2. For academic units that do offer a master's degree, information concerning how the course or courses under consideration will provide a graduate experience for graduate students should be included in the curricular proposal. For example, what does the department view as the role of the course on a master's degree program? Will graduate students enrolled in the course be identified and required to conduct themselves in a manner somewhat different from undergraduates?

900 Level Courses

Policy adopted by the Graduate Council, March 7, 1991

Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the university with postbaccalaureate classified standing. Courses numbered at the 900 level are not applicable to other graduate programs.

Special Sessions - Definition and Courses

Definition: Special sessions offered by San Diego State University consist of the Summer Sessions and at other special times as determined by the Dean of the College of Extended Studies and the Provost.

Courses: The development and administration of academic courses and programs as part of special sessions follow the same curricular and faculty approval procedures currently in force for resident programs at San Diego State University. With the exception of the X-01 through X-79 and X-397 numbered series which may be used for certificate programs only and must be approved by the respective units, courses offered may be selected from those included in the *General Catalog* and *Graduate Bulletin*. Topics courses (296, 496, 596, 696, Latin American Studies 580, Psychology 796, 886) and General Studies 250, 350, and 550 are subject to the same review process as those offered during the regular academic year.