

CALIFORNIA STATE UNIVERSITY, HAYWARD

March 14, 1983

MEMORANDUM

TO: All Faculty
Deans
Department Chairs

FROM: *Maurice Dance*
Maurice Dance
Vice President, Academic Affairs

SUBJECT: Policy on Course Requirement Information

The Academic Senate has passed and the President has approved the following policy on course requirement information for students (82-83 BEC 3 as amended). The policy will be included in the next revision of the Faculty Handbook. Faculty will be expected to be in compliance for all courses no later than the beginning of Fall Quarter 1983.

CSUH faculty shall provide students with a written statement containing the following information:

1. Office number, office hours, and office telephone number.
2. Required texts and any other required and/or recommended material.
3. Specific course requirements, such as exams, quizzes, papers, field trips, labs, etc.
4. Grading policy (the relative weight of examinations, quizzes, papers, class participation, and other factors).
5. Approximate due dates for assignments and exams.
6. Attendance requirements (if any).
7. Policy on make-up work.

Faculty also are encouraged to include such items as:

1. Daily and/or weekly assignments.
2. Type of quizzes and exams (subjective, objective, etc.).
3. Description of the course (format, objectives, etc.).

Furthermore, students should be advised of faculty expectations for them in the course no later than the end of the second class. Any changes in course requirements should be communicated to students in a timely manner. It is the responsibility of the student to read the course statement and to request any clarification of course policies. If the student adds the course after the first week of class, it is incumbent upon the student to seek course information in a timely manner. This policy is to be implemented by each department.

cc: Chair, Academic Senate