MEMORANDUM

TO: All Faculty
    Deans
    Department Chairs

FROM: 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
DATE: January 31, 1995

TO: Leroy Chauffe  
    Carlos Navarro  
    Jay Tontz  
    Arthurene Towner

FROM: Frank Martino

SUBJECT: Policy on Course Requirement Information

Because of a number of recent student complaints regarding the lack of compliance with the University Policy on Course Requirement Information, and based on the recommendation of Mack Lovett, the policy is being distributed again (refer to attachment). Although it is dated almost 12 years ago, the policy remains sound, timely, and eminently reasonable.

Please review the policy with department chairs, and ask them to establish a mechanism within their respective departments to ensure compliance with it. In particular, components of the policy which should command your attention, and that of the department chair, are sections 4. (grading policy the relative weight of examinations, quizzes, papers, class participation, and other factors) and 7. (policy on make-up work).

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att.