

CSUN Syllabus Policy

(approved March 17, 2015)

To better inform students about the requirements, content, and methodology of the university's curricula, all faculty teaching classes will distribute a written syllabus to each student in the class and/or post it online no later than the first class meeting.

The written syllabus must be readily printable as a single document, and must contain the following information:

1. Course description.
2. Course objective(s) or student learning outcomes.
3. A brief list or summary of topics or projects covered.
4. Course requirements, including methods of evaluation and tentative due dates for major assignments and/or exams.
5. Grading criteria including whether the plus/minus system will be used.
6. Contact information including
 - Instructor's name
 - Office hours and location
 - CSUN email address
 - Campus phone number if applicable
7. If the syllabus is revised after the first class meeting, date(s) of revision(s).

For a General Education course, the syllabus must list the relevant Student Learning Outcomes of the General Education section in which it resides.

For a Writing Intensive course—that is, an upper-division General Education course—the syllabus must list the Writing Intensive Student Learning Outcomes.

If the course satisfies the Information Competence requirement, the syllabus must list the Student Learning Outcomes for Information Competence.