



**University Policy Statement
California State University, Fullerton**

UPS 300.004

POLICY ON COURSE OUTLINES

Course outlines which shall be compatible with approved course proposals on file in the Office of the Associate Vice President, Academic Programs, and with course descriptions in the University Catalog must be provided to students in writing or electronic format within the first full week of classes. Sample course outlines consistent with this policy are available at the Faculty Service Center accessed through the Faculty Portal.

At a minimum, course outlines shall give detailed information on the following matters:

1. Faculty information to include office location, telephone number(s), E-mail address, office hours;
2. Course information to include course name, course number, course objective, text(s), and learning goals;
3. Grading standards and criteria to include a statement indicating whether or not +/- grading will be used;
4. Grading policy to include examinations dates, "make up" policy (if any), required materials and equipment, penalties for academic dishonesty (group/individual), and attendance policy;
5. Class assignments to include papers (number, length, due dates, etc.), required projects (group/individual), and calendar of topics;
6. Students' rights to accommodations for documented special needs (<http://www.fullerton.edu/disabledservices/>) either by providing the given links or using expressed statements;
7. Academic integrity (<http://www.fullerton.edu/senate/PDF/300/UPS300-021.pdf>);
8. Actions students should take in an emergency (http://www.fullerton.edu/emergencypreparedness/ep_students.html);
9. For courses that meet General Education requirements (see UPS 411.201):

- a. A statement of the specific General Education requirement(s) that a course meets.
- b. An inclusion of the learning goals for the General Education category or categories in which the course carries credit.
- c. Courses in Oral Communication (I.A.), Written Communication (I.B.), Critical Thinking (I.C.) and Mathematics (III.A.1) shall include a statement that “A grade of “C” (2.0) or better is required to meet this General Education requirement. A grade of “C-” (1.7) or below will not satisfy this General Education requirement.”
- d. An indication of the way in which the General Education writing requirement shall be met and assessed.

Faculty members are also recommended to specify the following:

1. Extra credit options (if any). Such options shall be available to all students on an equitable basis;
2. Instructor classroom management procedures (if any). Instructors have the authority and discretion to set policies to foster student learning in the classroom. For example, instructors may specify expectations regarding classroom participation, entering/exiting class during the class period, student seating, the use of electronic communication devices (cell phones, pagers, etc.), laptop use, or other behaviors;

It shall be a normal and reasonable duty of each faculty member to provide this information in accordance with the above provisions. Within the first full week of classes, the faculty member shall provide a printed copy of the course outline to the department chair. Students shall be informed of this policy in the University Catalog and the Class Schedule.

Faculty shall not be bound to adhere to their course outlines on a strict day-to-day basis, but should follow their outlines as much as is reasonably possible.

After distribution of course outlines to students, major assignment or course requirement changes (e.g., additional term papers or examinations) must be announced to students with a reasonable timetable for completion.

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