

**1. Course Syllabi:** Academic Senate Policy #F14-257 requires that you provide students with a syllabus (electronic or hard copy) at the beginning of the semester that clearly states the course requirements, in particular those assignments on which you base the final grade.

**The following verbiage must also be in your syllabus:**

**Disability access**

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Service Building and can be reached by telephone (voice/415-338-2472, video phone/415-335-7210) or by email ([dprc@sfsu.edu](mailto:dprc@sfsu.edu)).

**Student disclosures of sexual violence**

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Title IX Coordinator by completing the report form available at <http://titleix.sfsu.edu>, emailing [vpsaem@sfsu.edu](mailto:vpsaem@sfsu.edu) or calling 338-2032.

**To disclose any such violence confidentially, contact:**

- The SAFE Place - (415) 338-2208; [http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/)
- Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>
- For more information on your rights and available resources: <http://titleix.sfsu.edu>

If you make any substantive changes to the syllabus during the semester, Senate policy requires you to distribute a **written** description of the changes to your students. We recommend that you provide your Department Chair or Program Director with a copy of this description.

Final grades may be based *only* on student work clearly described in *writing*, and it must be clear to students what that grade is based on, particularly when activities such as group work are involved. In all cases, the instructor of record is responsible for assigning grades and for being able to explain the basis of those grades.

If your course meets general education or graduation requirements, you should note which of the requirements it meets on your syllabus, as well as the learning objectives associated with that requirement.