



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	1/21/2026
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-002-256
Title of Referral:	Syllabus Policy Statements Update (Policy 1200)
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: Add to consultation: Department Chairs, Associate Deans, Assistant Deans, senators, and faculty. For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	1/28/2026

1.Name

Laura Massa

2.Email

lmassa@cpp.edu

3.Title of Referral

Syllabus Policy Statements Update (Policy 1200)

4.Names and Titles of proponents

Terri Gomez, Provost and Vice President for Academic Affairs
Marisela Chavez, Executive Director, CAFE

5.Keywords- Syllabus, syllabi, statements, update, 1200

6.Is there a deadline by when this referral needs to be considered by the Academic Senate?

No

7.Deadline Date

No answer provided.

8.Justification for deadline

No answer provided.

9.Background

This referral is to update CPP's syllabus policy (Policy 1200) to increase clarity for students and proactively address academic integrity concerns. All proposed changes are in the attached file (cpp_policy-1200 with proposed statement updates). The primary changes include:

1. Increasing detail and transparency in the required syllabi content such that syllabi articulate essential course and support information for students, and are in line with accreditor expectations:

- a. New statements include key course description (2.1) and meeting information (2.3);
 - b. Updated statements include a change from listing course objectives to student learning outcomes (2.2), an update from 'examination methods' to a list of course assignments (2.7), and both updating the statement on accessibility and making it a required element of the syllabus (2.12).
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2. New requirement that faculty include statements about academic integrity (2.13) and about AI usage in the class (2.14), although it is not specified what the class policies must be. Example statements are provided for each.
 3. A recommendation that faculty include a workload statement that makes course work expectations explicit for students (3.2).

10. Recommended Resources

Marisela Chavez, Executive Director, CAFÉ

Aaron DeRosa, Faculty Director, Undergraduate Studies and GE

Staci Gunner, Assistant Dean of Students

Tracee Passeggi, Director, Disability Resource Center

Policy 1200: https://www.cpp.edu/academic-manual/1200-1299-research-and-instructional-support/1200-1299/policy_1200_university_course_syllabus.pdf

11. Attachments

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