

 California

 State

 University,

 Fresno

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**Academic Policy & Planning Committee**

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**M E M O R A N D U M**

October 10, 2018

**MEMORANDUM**

TO: Thomas Holyoke, Chair

 Academic Senate

FROM: James J. Mullooly, Chair

                   Academic Policy & Planning Committee

RE:              APM 241 (Course Syllabi and Grading)

This memorandum will serve to inform the Academic Senate that the Academic Policy & Planning Committee moved to approve your consideration of the following modifications to APM 241 at our 9/20/18 meeting.

**MSC**: **To specify the due date of course syllabi in the second paragraph of the APM.**

This is being proposed to accommodate students’ needs regarding course materials. A current reading of the policy could enable faculty to withhold syllabi from students until the drop deadline.

The proposed change is here and attached as redlined copy.

Faculty should fully inform students of all course requirements and make such

requirements available to them with a comprehensive course syllabus at the

beginning of the semester but no later than the first class meeting unless otherwise by the 10th day of class if approved by program chair/coordinator. ~~last day to drop classes without a~~ ~~serious and compelling reason~~. For web-based courses the first day of classes will be considered as the first class meeting day. ~~see Policy on Technology~~ ~~Mediated Instruction (APM 206)~~.