

# Cleveland State University Syllabus Template

The Faculty Senate Undergraduate Student Success Committee, in consultation with the Provost's Office and the Office of General Counsel has created a university-wide syllabus template in the software system Simple Syllabus to be used for all **undergraduate sections** and courses for the Fall 2026 semester. Using Simple Syllabus will allow the university to be in compliance with Ohio Senate Bill 1 that requires:


- The name of the course instructor;
- A calendar for the course outlining what materials and topics will be covered and when during the course they will be covered;
- A list of any required or recommended readings for the course;
- The course instructor's professional qualifications.

Simple Syllabus will also allow compliance with these provisions of SB1 as well:

- Posting a course syllabus for each course on the institution's publicly accessible web site. Each course syllabus shall be all of the following:
  - Accessible from the main page of the state institution's web site by use of not more than three links;
  - Searchable by keywords and phrases;
  - Accessible to the public without requiring user registration of any kind.
- Each state institution shall make a syllabus available not later than the first day of classes for the semester or academic term in which the course is offered.
- Any syllabus posted shall remain posted on the state institution's web site for not less than two years after it was first posted.

A syllabus is required for all sections of all courses, including independent studies, music lessons, clinical, studio, labs, etc. The syllabus created will be automatically available to students through the section Blackboard Shell. **Syllabi that faculty create in Simple Syllabus should be the syllabus used for the course. Six of the template modules are required to be public, and this happens automatically.** The law requires the syllabi be completed by the first day of classes, which for Fall is August 22, 2026.

Simple Syllabus provides pre-made modules in which faculty will enter information for all the courses they teach term by term. The pre-made modules appear below. These modules have been reviewed by the University General Counsel's Office, the Faculty Senate Undergraduate Student Success Committee, and the Provost's Office. For more information, a CSU Syllabus FAQ can be found [here](#).

<b>Module</b>	<b>SB1 Requirement status, and whether the module is Optional and if it will be Public (visible to all) or Private (visible to students in the class and instructor)</b>	<b>Notes from the Student Success Committee and Hints</b>
<p><u>Header</u></p>  <p><b>CSU</b>   Cleveland State University</p> <p><b>Subject Name Course Number Section Number</b>  Course Title  Term Name   Instructor Name  Course Syllabus</p>	<p>SB1 required (Public);</p>	<p>Prepopulated by PeopleSoft</p>

<p><u>Course Information</u></p> <p><b>Subject Name Course Number Section Number   Course Title</b>  <b>Term: Term Name</b>  <b>Credit Hours:</b> Section Credit Hours  <b>Instructor:</b> Instructor Name  <b>Duration:</b> Term Begin Date – Term End Date  <b>Meeting Day(s):</b> Section Meeting Day  <b>Meeting Time(s):</b> Section Meeting Time  <b>Meeting Location:</b> Section Meeting Location</p>	Private and Required	Prepopulated by Peoplesoft
<p><u>Course Description</u></p> <p><b>Course Description:</b> Course Description  Section Class Attributes</p>	Private and Required	Prepopulated by Peoplesoft
<p><u>Instructor Information</u></p> <p>J. Smith  Ph. D., English Literature, The Ohio State University  Master’s, Education, University of Akron  Bachelor’s, Sociology, University of Cincinnati  Associate, Sociology, Cincinnati State Community College</p>	SB1 required (Public);	Entered by Faculty Member
<p><u>Instructor Information (cont.)</u></p> <p>Name:  Email:  Phone:  Office Location:  Student Drop-in Hours:</p>	Required and Private	Entered by Faculty Member

<u>Instructor Bio/Teaching Philosophy</u>	Optional and Private	Faculty can enter information about themselves and their approach to teaching
<u>Student Learning Outcomes</u>	Required and Private	Student Learning Outcomes for the course
<u>Required Textbooks/Materials</u> <ul style="list-style-type: none"> <li>• Textbooks (entire books or selected chapters)</li> <li>• Journal articles, book chapters, news articles</li> <li>• Policy documents, reports, or white papers</li> <li>• Web pages, blogs, or online resources</li> <li>• Documentaries, films, podcasts, or audio materials assigned in advance</li> <li>• Required online modules or multimedia resources</li> <li>• Instructor-created documents such as course packs, handouts, case studies</li> </ul> <p>Standard citation format is appropriate. Below are several examples.</p> <ul style="list-style-type: none"> <li>• Smith, J. (2022). Introduction to Environmental Policy (3rd ed.). New York, NY: Academic Press. ISBN: 978-1-2345-6789-0.</li> <li>• Jones, A. (2021). "Climate Migration and Urban Planning." Journal of Urban Affairs, 43(2), 145–167.</li> <li>• "Ohio Voter Registration Guide." Ohio Secretary of State. <a href="https://www.ohiosos.gov">https://www.ohiosos.gov</a></li> <li>• Smith, J., (2026), Course packet of self-created materials for STA 147.</li> </ul>	SB1 required (Public);	Ohio law requires to list all required and recommended readings. You do not need to link to print materials, but provide title and author for books and the reference citation for journal articles. If you are using online resources, then provide the links.

<p><u>Required Open Education Resource</u></p> <ul style="list-style-type: none"> <li>○ Does this course have textbook with costs associated with it?</li> <li>○ [What will appear on syllabus: The required textbook for this course has a cost associated with it. This course might also have other fees and/or ancillary material costs (e.g. homework platform, equipment, lab fees, etc.) associated with it.]</li> <li>○ Does this course have no required textbook or have zero required textbook costs associated with it?</li> <li>○ [What will appear on syllabus: There is no required textbook or the cost of the textbook is zero dollars. This course might also have other fees and/or ancillary material costs (e.g. homework platform, equipment, lab fees, etc.) associated with it.]</li> </ul>	<p>Required and Private</p>	<p>This will allow the university to collect data on the use of \$0 cost course materials.</p>
<p><u>Recommended Textbooks/Materials</u></p> <ul style="list-style-type: none"> <li>• Textbooks (entire books or selected chapters)</li> <li>• Journal articles, book chapters, news articles</li> <li>• Policy documents, reports, or white papers</li> <li>• Web pages, blogs, or online resources</li> <li>• Documentaries, films, podcasts, or audio materials assigned in advance</li> <li>• Required online modules or multimedia resources</li> <li>• Instructor-created documents such as course packs, handouts, case studies</li> </ul> <p>Standard citation format is appropriate. Below are several examples.</p> <ul style="list-style-type: none"> <li>• Smith, J. (2022). Introduction to Environmental Policy (3rd ed.). New York, NY: Academic Press. ISBN: 978-1-2345-6789-0.</li> <li>• Jones, A. (2021). "Climate Migration and Urban Planning." Journal of Urban Affairs, 43(2), 145-167.</li> <li>• "Ohio Voter Registration Guide." Ohio Secretary of State. <a href="https://www.ohiosos.gov">https://www.ohiosos.gov</a></li> <li>• Smith, J., (2026), Course packet of self-created materials for STA 147.</li> </ul>	<p>SB1 required (Public);</p>	<p>Ohio law requires to list all recommended readings. You do not need to link to print materials, but provide title and author for books and the reference citation for journal articles. If you are using online resources, then provide the links.</p>

<p><u>Recommended Open Education Resource</u></p> <ul style="list-style-type: none"> <li>○ Does this course have a recommended textbook with costs associated with it?</li> <li>○ [What will appear on syllabus: The recommended textbook for this course has a cost associated with it. This course might also have other fees and/or ancillary material costs (e.g. homework platform, equipment, lab fees, etc.) associated with it.]</li> <li>○ Does this course have a recommended textbook with zero costs associated with it?</li> <li>○ [What will appear on syllabus: There is no recommended textbook or the cost of the recommended textbook is zero dollars. This course might have other fees and/or ancillary material costs (e.g. homework platform, equipment, lab fees, etc.) associated with it.]</li> </ul>	<p>Required and Private</p>	<p>This will allow the university to collect data on the use of \$0 cost course materials.</p>
<p><u>How to Obtain Course Materials</u></p>	<p>Optional and Private</p>	<p>Use this module to describe how to obtain the required and recommended materials. For example, if the materials are available via Inclusive Access, and accessed via Blackboard, you can state this in this module. If materials are open access and will be made available in Blackboard, that can be stated here. Also include any mention of special instructions for access if</p>

		needed.
<u>Course Weights</u>	Required and Private	Use this module to describe how assessment components count (exams, quizzes, homework, etc.) toward the final grade.
<u>Grading Criteria</u>	Required and Private	Use this module to show the cutoffs for assigning letter grades.
<u>Course Schedule/Calendar</u> Could look something like this: <ul style="list-style-type: none"> <li>• Week 1: Introduction to Environmental Policy — Smith, Ch. 1; Jones (2021)</li> <li>• Weeks 4–6: The French New Wave — [three films listed]; Bazin excerpt</li> <li>• Chapter 7: Grammatical structures and vocabulary — [shorthand textbook reference]</li> </ul>	SB1 required (Public);	We recommend a week by week calendar for the course outlining what materials and the general topics will be covered.
<u>Last Day to Withdraw</u> The last day to withdraw is Friday October 30, 2026. Withdrawing from the course may put you in violation of the federally mandated standards for academic progress (SAP) that you must maintain to be eligible for financial aid. It is highly recommended that you speak with your academic coach and/or visit Campus 411 if you are considering withdrawing from this or any other class.	Optional and Private	This is an optional component
<u>Course Assignments</u>	Optional and Private	This module will not be public facing. This can include more details such as exact dates for when assignments will be due and when exams will occur.

<p><u>Course Expectations</u></p>	<p>Optional and Private</p>	<p>This is an opportunity to share your unique approach to the class. This can include things to make the class welcoming, inviting, and making it clear that you as an instructor believe they can succeed.</p>
<p><u>Course Policies</u></p>	<p>Optional and Private</p>	<p>This module can contain information on responsiveness, late work, participation policies/attendance, etc.</p>
<p><u>Academic Integrity</u></p> <p>Academic honesty is essential to maintain the integrity of the university as an institution and to foster an environment conducive to the pursuit of knowledge. The Cleveland State University community values honesty and integrity and holds its members to high standards of ethical conduct.</p> <p>Academic dishonesty is unacceptable, and students who are found to have engaged in academic dishonesty, or knowingly facilitated academic dishonesty by another student, may be sanctioned as outlined in the procedures for charges of academic misconduct. Academic misconduct refers to any fraudulent actions or behaviors designed to affect the evaluation of a student's academic performance or record of academic progress.</p> <p>CSU's academic misconduct policy and procedures are posted on <a href="#">CSU's academic integrity website</a>.</p>	<p>Optional and Private</p>	<p>This module is not required, but the Student Success Committee highly recommends that faculty include it. The last paragraph may not be needed in courses without supervised exams.</p>

<p>To further support academic integrity, students must keep their ears visible during exams and adjust head coverings or clothing if needed. Students with concerns about their compliance with this policy please contact the Office for Protected Rights at <a href="mailto:OPR@csuohio.edu">OPR@csuohio.edu</a> or 216-687-2223.</p>		
<p><u>AI Use Policy (Faculty chose one option)</u></p> <ul style="list-style-type: none"> <li>○ <b>AI Prohibited</b> - Students may not use Artificial Intelligence tools (such as ChatGPT or similar systems) for assignments, exams, or projects. All submitted work must be fully original and created by the student without AI assistance. Any use of AI will be considered academic misconduct.</li> <li>○ <b>AI Allowed with Disclosure</b> - Students may use Artificial Intelligence tools to support their coursework, but all uses must be properly cited. For example, if AI was used to generate text, brainstorm ideas, or summarize content, the student must acknowledge this in the assignment. Failure to provide disclosure will be treated as a violation of academic integrity.</li> <li>○ <b>AI Open Use</b> – Students may use Artificial Intelligence tools freely in their coursework. While academic honesty is expected, no formal citation or disclosure of AI use is required. Students are responsible for ensuring the accuracy and appropriateness of any AI-generated material included in their work.</li> <li>○ <b>Add your own</b></li> </ul>	<p>Optional and Private</p>	<p>This module is not required, but the Student Success Committee highly recommends that faculty include it. Please select the approach to AI that best works for the class.</p>
<p><u>Mental Health Statement</u></p> <p>Many students face challenging life circumstances while working on their degrees, as do many faculty and staff. We recognize that you may face a variety of stressors that impact your learning and academic success. CSU has many resources to support students in their mental health, social well-being, and connection to academic</p>	<p>Optional and Private</p>	<p>This module is not required, but the Student Success Committee highly recommends that faculty include it in your syllabus.</p>

<p>experience. Students who may benefit from speaking with a confidential mental health professional can access free services through the <a href="#">CSU Counseling Center</a>. To get connected: Call 216.687.2277 (24/7), email <a href="mailto:counselingcenter@csuohio.edu">counselingcenter@csuohio.edu</a>, or visit Rhodes Tower 1235. For urgent concerns, drop-in appointments are available from 1:00-3:00 pm M-F.</p>		
<p><u>Office of Disability and Testing Services</u></p> <p>Educational access is the provision of classroom accommodations, auxiliary aids, and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels they may need accommodation based on the impact of a disability should contact the <a href="#">Office of Disability and Testing Services</a> at 216-687-2015. The Office is in Rhodes West 210. Accommodations need to be requested in advance and will not be granted retroactively.</p>	<p>Required and Private</p>	<p>This section is required to be on the syllabus per the University General Counsel's Office.</p>
<p><u>Office for Protected Rights</u></p> <p>CSU complies with federal law, including Title IX, to address discrimination, harassment, and sexual violence, providing resources and accommodations through the Office for Protected Rights (OPR). Students seeking support can contact OPR at 216-687-2223, <a href="mailto:OPR@csuohio.edu">OPR@csuohio.edu</a> or visit AC 236. As a CSU faculty member, I am a Responsible Employee who has a duty to report to the Office for Protected Rights when students disclose experiences with discrimination, harassment and/or sexual violence. Even though I have this duty, I will continue to support you. If you want to speak to someone who will not share what you've told them except in an emergency, I will help you connect to a Confidential Resource.</p>	<p>Required and Private</p>	<p>This section is required to be on the syllabus per the University General Counsel's Office.</p>
<p><u>Religious Accommodations</u></p>	<p>SB1 Required (Public)</p>	<p>This section is a Senate</p>

<p>Pursuant to Ohio Revised Code Section 3345.026, you may request a religious accommodation to be excused from class up to three (3) days for reasons of faith, religion or spiritual belief system. You will not be penalized as a result of these excused absences. The request for excusal must be made to your instructor within the first fourteen (14) calendar days of the course. I will work with you in an effort to arrange a mutually agreeable alternative arrangement. Questions regarding this policy should be directed to the <a href="#">Office for Protected Rights</a> at opr@csuohio.edu or 216-687-2223.</p>		<p>Bill 1 requirement to be a public facing component of the syllabus. Ohio law states that faculty must give up to 3 excused absences, but it is up to individual faculty to decide if they wish to grant more than 3.</p>
<p><u>Remote Testing</u></p> <p>This course requires you to take a remotely proctored examination, during which you may be required to briefly show your surroundings using your web camera (a “room scan”), wherever you choose to take the exam. You will not be permitted to take remotely proctored examinations in your home/residence hall rooms unless you are willing to conduct a room scan.</p> <p>By choosing to take the exam in your home/residence hall room you are consenting to the room scan of the area where you take the exam.</p> <p>The room scan will only be visible to CSU officials with a legitimate need to review the video. Other students will not be able to see your room scan.</p> <p>If you have questions about the proctoring technology, please contact the <a href="#">Center for e-Learning</a> at <a href="mailto:elarning@csuohio.edu">elarning@csuohio.edu</a>/216-687-3960.</p> <p>If you do not wish to have your home/residence hall room subject to the room scan, you may take the exam from another location where you won’t be interrupted including: CSU Testing Services; CSU’s library; a public library; testing centers at your local community college or other community testing sites. It is your responsibility to</p>	<p>Optional and Private</p>	<p>Utilize this language if requiring remote testing.</p>

<p>identify an appropriate location to take your exams.</p> <p>Please note that you will be required to perform a room scan of your location regardless of where you choose to take the exam. Most locations, including CSU Testing Services, require at least 48 hours' notice.</p> <p>If you have or require testing accommodations, please contact the <a href="#">Office of Disability and Testing Services</a> (for disability accommodations) at ods@csuohio.edu/216-687-2015 or the Office for Institutional Equity (for pregnancy, parenting and other accommodations) at oie@csuohio.edu/216- 687-2223.</p>		
<p><u>Support Services on Campus</u></p> <p>To find a Quick Reference Guide for all kinds of support services offered at CSU, please login to Starfish. The link <a href="#">here</a> shows you how to find things like tutoring, food security resources, counseling services, etc. within Starfish.</p>	Optional and Private	Faculty can also add additional information to this module that may include locations of computer labs with specialized software or department level support services.
<p><u>Starfish</u></p> <p>My drop-in hours are posted in Starfish (accessible via CampusNet). You can visit this system 24/7 to check on my times of availability and make an appointment.</p>	Optional and Private	Faculty can use this module if they post drop-in hours in Starfish.
<p><u>The Academic Hub</u></p> <p><a href="#">The Academic Support Hub</a>: Where students connect with tutoring and academic support services.</p> <p>The Hub is composed of staff, student workers, and Graduate Assistants from the Math Learning Center, Science Resource Center, and the Academic Support Center (formerly TASC). As a team, we offer academic support to our undergraduate students through:</p>	Optional and Private	Recommended if the course is supported by the Academic Hub

<ul style="list-style-type: none"> <li>-Group Tutoring</li> <li>-Drop-in Tutoring</li> <li>-Embedded Tutoring</li> <li>-Learning Strategies Tutoring*</li> <li>-Digital Learning and AI Tutoring*</li> <li>-Embedded Success Coaching</li> <li>-Supplemental Instruction (SI)</li> <li>-Structured Learning Assistance (SLA)</li> </ul>		
<p><u>Teaching Assistant Information</u></p>	<p>Optional and Private</p>	<p>If applicable, include contact information for teaching assistant and availability.</p>
<p><u>Inclement Weather Statement</u></p> <p>In the event of class cancellation, for example due to hazardous weather, we will not meet in person on campus. Please check Blackboard and your email for communications from me, as you may have assignments to complete at home instead, such as Panopto videos or other assignments.</p>	<p>Optional and Private</p>	<p>Use or modify the text below for instructions on what to do in the event classes are cancelled for inclement weather.</p>
<p><u>Athletic Statement</u></p> <p>CSU Faculty support our student-athletes. If you have to miss class for required athletics events, please look at the syllabus to see what you will miss, based on the Student-Athlete Travel Letter from your athletics advisor. Then have a conversation with me to discuss how this can be handled.</p>	<p>Optional and Private</p>	<p>Athletics sends all instructor an email identifying students (with dates and times) who will miss classes because of athletic contests. If you want to add language in your syllabus regarding wanting the students to reach out personally to you, consider the included language.</p>

<u>Syllabus Change Policy</u>  The instructor reserves the right to make changes to the syllabus as needed.	Optional and Private	
<u>Add Any Modules as Needed</u>	Optional and Private	Faculty can add as many modules as desired and there is no word limit within a module.

