

College of Liberal Arts Policy on Collecting and Keeping Departmental Syllabi

Realizing the benefits of collecting and keeping syllabi for each course we teach, the College of Liberal Arts requires that each of our departments collect and keep a copy of the syllabus for each course taught each semester. The syllabi must be collected by the second week of each semester and stored online or in a reasonably accessible location in the departmental office. Each syllabus must be kept for a twelve month period before being discarded.

There are many reasons for collecting and keeping departmental syllabi including, accreditation issues, program reviews, student complaints, and administrative requirements.

Accepted by the CLA Leadership Team on Monday, June 11, 2007
Revised to add online storage as an option on April 17, 2013