

POLICY AND PROCEDURE

TITLE:	Syllabi Archiving
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POLICY STATEMENT:

Each department must maintain a master syllabus, a copy of the syllabi used for each course, and copies of individual

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Provost and Dean of Faculty

HISTORY:

Created 11/28/16

Approved by Academic Affairs Committee 12.01.16

Reviewed May 2017

Reviewed, December 2019

Updated, January 2020

EFFECTIVE DATE:	November 2016
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost and Dean of Faculty
REVIEW DATE:	Annually

APPENDIX:

N/A