Syllabi Archive

Policy Number: A.03.05
Scope:
Subject to the limitations set out below, this policy applies to all University faculty who are responsible for developing, approving, and administering academic syllabi. This policy does not apply to regulations that are or will be communicated in the academic calendars, academic regulations, degree requirements, regulations about admissions, fees, and financial aid, and nor does it apply to University procedures, guidelines or regulations.
Purpose:
The students of UST may have access to past syllabi of the academic courses of UST.
Policy/Procedure:
 Past syllabi of academic courses of UST will be archived in a single database open to the public. Because of the contractual bond implied in each syllabus, it is not feasible for syllabi to be posted for the upcoming terms before open enrollment. Therefore, the most recent syllabus of the previous class would be posted to this database. The posted syllabus may be similar to the syllabus used in the upcoming term, but it might vary according to the adaptations and changes considered to be pertinent by the professor of the course, i. e. the issues regarding number papers, texts books, evaluations, and content. As a result of this, the posted syllabi do not have a contractual bond between professor and students, and UST is not responsible for any possible misunderstandings.
 This Policy sets forth procedures to manage the disposal of the syllabi, and is intended to ensure that:
1) Students will be permitted to access the most recent posted syllabi that do not correspond to their current semester.
2) The dean's office of each academic school is responsible for forwarding faculty syllabi to the Library for archival management.
3) The Library will have complete administrative ability to inactivate syllabi in the archive at the end of the applicable retention period.

4) The Library   will archive syllabi, preserving them as archival records for future SACSCOC evaluations. These archived syllabi may not be open to the public.
5) The deans of each school have the right to use the electronic storage space by periodically downloading from the public database the syllabi every semester or academic year.
7) The faculty members are responsible to submit their respective syllabi to the chairs of the departments each semester for their respective archival files in accordance with SACSCOC compliance.

After one year, the Academic Affairs Policy Committee and Faculty Affairs Policy Committee will review student use of the archive and determine if the policy will continue.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 10/21/15
      Revision Number: 1
      Revision Date:
      Effective Date: