

Course Syllabus Procedures in Academic Departments

Course Syllabi Collection Methods

Academic departments collect course syllabi each term through a variety of methods. Typically, either the department chair or administrative assistant sends an email to faculty at the beginning of the semester requesting course syllabi to be emailed as .doc or .pdf attachments. Reminders are sent periodically via email and in-person communication until all course syllabi are collected. Department chairs and administrative assistants may assign themselves to courses in the Canvas LMS to obtain course syllabi if they are not submitted by deadline. Upon receipt, course syllabi are sent to the department administrator for electronic filing.

Course Syllabi Storage Methods

Most academic departments store course syllabi electronically in cloud storage solutions, such as Microsoft OneDrive, to ensure easy access and organization. Typically, department administrative assistants organize course syllabi in specific department files or folders, structured by semester or program. In some cases, academic departments store course syllabi alongside academic advising documents or in file rooms.

Course Syllabi Retention Period

Academic departments store course syllabi for varying lengths of time. Some academic departments retain course syllabi indefinitely, with records dating back several years or even decades. Other academic departments maintain syllabi for a specific period, such as seven years, before potentially discarding them.

Course Syllabi Requests

Current students obtain course syllabi from their instructors, who either email a copy or direct them to the course syllabus location on Canvas LMS. Former students request course syllabi from academic departments through common communication channels like email or phone calls. These requests are directed to department faculty and staff, who confirm details like year, semester, course, and instructor before emailing the requested course syllabus.