

Access to Syllabi

University policy requires that instructors provide students with access to the class syllabus at or before the first class meeting except when circumstances beyond the control of the instructor prevent this. All instructors must make available to their department the most recent version of each syllabus.

Departments must retain and make accessible the most recent version of each syllabus. Although no formal policy currently requires that syllabi be available electronically, departments, in meeting this requirement, may want to consider the benefits of making syllabi available online or as downloadable files. Although many syllabi are posted on course sites maintained by BlackBoard, the university's course management system, they are only accessible to enrolled students.

Ownership of Syllabus Content

SDSU's generous intellectual property policies grant ownership of syllabus content to instructors in most circumstances, providing the instructor can clearly establish authorship. However, SDSU requires that it retain for use by its employees and students a license to any syllabus authored by an SDSU employee and used as a syllabus for an SDSU course offering. This allows syllabi to perform their function as part of SDSU's institutional memory while not preventing instructors from using the syllabus at other institutions or in other settings. Instructors who have developed content beyond the basic content required by university policy for all syllabi and who want to protect that content from the licensing requirement should distribute it to students in another document such as a reader, workbook, or handbook.