

Example CSU Syllabus Policies

CSU	Record Keeping
East Bay	Instructors are also required to submit the course syllabus to their department, and if requested, to their college. Department chairs are required to collect and archive all course syllabi for their department.
Fresno	The course syllabus together with any amendments shall be kept on file in the department office for two years.
Long Beach	Faculty members must submit copies of the syllabus for each course to the department office. Departments and programs will keep a copy of each syllabus for at least five (5) years. The department will submit copies of all course syllabi to the University Library in a format specified by the Library by the census date of the term.
Monterey Bay	Academic units or instructors shall submit final versions of syllabi to the Department by the census date. Syllabus-equivalent information embedded in the learning management system or other electronic means shall be compiled by the instructor into an archivable format for submission to the Department. The Department shall maintain the records of all course syllabi, as specified by the Systemwide Records Retention and Disposition Schedules for the CSU.
San Bernardino	Instructor(s) shall submit electronic or hard copies of the syllabus for each course to the department office, which will keep a copy of each syllabus for at least five years;
San Jose	Each department shall maintain an archive of syllabi from all sections for no less than 10 years.