

## WHEATON COLLEGE SYLLABUS ARCHIVE AGREEMENT

The Educational Policy Committee has endorsed maintaining course syllabi in an electronic database that will allow us to preserve a complete record of courses in the College's curriculum.

These documents will be treated as your intellectual property. All access to them will be limited to members of the Wheaton community. By submitting your syllabi you give permission for their use as follows:

...To be included in an electronic archival record of courses comprising the Wheaton curriculum.

...To be available to reference librarians, peer tutors and others whose work with students will be facilitated by access to them.

...To be available to advisors and students as they plan students' programs of study.

...To be available to committees (e.g., Ed Pol, Faculty Scholarship, LTLC) and faculty working on curriculum development, teaching and learning, or curriculum evaluation, or awarding stipends.

...To be available to the Tenure and Faculty Promotions Committees.

...With your specific permission, to be available for reference or citation in grant proposals or funding requests, stewardship reports, accreditation reports and other documents used to promote the College's interests with funding agencies and professional organizations.

...To be available to alumnae/i as needed to document course work for certification or other professional reasons.

...To be available to faculty who have deleted or otherwise lost all record of their syllabus.

If you have questions or concerns please contact Bernice Morrissey at [bmorriss@wheatoncollege.edu](mailto:bmorriss@wheatoncollege.edu) or x3496.