

RESOLUTION 2022-01

TO: Members of the Student Senate

FROM: Taylor Hunter, SGA President and Co-Chair of Joint Council on Student Interests; Katarina Silvestri, Co-Chair of Joint Council on Student Interests

DATE: November 30, 2021

SUBJECT: Endorsement of a Syllabus Request System

ACTIONS REQUESTED

That the Student Senate supports the creation of a syllabus request system as a method for students and alumni to request access to syllabi for classes previously taken at SUNY Cortland as they are collected and housed by academic departments.

RESOLUTION

We recommend that the Senate of SUNY Cortland Student Government endorse the following resolutions.

Whereas, SUNY Cortland graduates may require syllabi for credit transfer purposes at their new institution; and,

Whereas, students who graduate or transfer from SUNY Cortland may lose access to their syllabi if they cannot access Blackboard and no longer have a paper copy; and,

Whereas, academic departments already collect syllabi each semester to maintain a record of the course as it was previously taught; and therefore

Be it resolved, that the Senate of SUNY Cortland Student Government support the creation of a syllabus request system^{1,2} facilitating contact between the student requesting a syllabus and the academic departments that houses the requested syllabus, which will enable the academic department to provide the requested syllabus based on semester and course instructor.

Be it further resolved, that the request system developed must require students to provide the following information before they are provided a syllabus from any department:

- First and last name
- Email address
- Phone number
- Course name and number
- Semester the course was completed (i.e. Fall 2017; Winter 2019)

- Professor's name
- Reason for request

1. Example of request system based on students completing a form:

<https://www.sewanee.edu/academics/about/request-a-syllabus/index.html>

2. Example of a request system based on listing of departments to contact:

<https://www.cod.edu/registration/records/>