

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # A-15

TITLE: CAMPUS FILE FOR UNDERGRADUATE COURSE MATERIALS

POLICY: A copy of course materials (see 1.a and b. below) developed by faculty for use in the teaching of the undergraduate program will be maintained in the campus files where the course is taught.

RATIONALE: To maintain continuity/consistency in course offering, provide ready access to course materials for ongoing course/curriculum development and evaluation and to meet accreditation requirements.

PROCEDURE:

1. At the beginning of each undergraduate course (every course, every semester) the course coordinator will provide the following to the campus administrative assistant for the campus files where the course is taught:
 - a. Course syllabus (See [Policy A-14](#)).
 - b. A list of required readings or a packet of student readings.
 - c. These materials are retained for ten years and then purged.

2. At the end of each undergraduate course (every course, every semester), the course coordinator will give the following to the campus administrative assistant for placement in the designated campus files:
 - a. Copy of each examination given in the semester and a copy of the correct answers/scoring criteria; and
 - b. A copy of the faculty member's grade sheet for the course.
The faculty member will keep the actual student exams/mark sense forms for one year. If a faculty member leaves, these course materials should be given to the Campus Director for retention for the one-year period.
 - c. At the end of the retention period, files are destroyed.

3. Individual faculty members may request a copy of course materials from any campus where the course is taught.

4. [Master Resource Outlines \(MROs\)](#) are available on the CON Website. Approved Individual Faculty Outlines (IFOs) are available on each CON campus (see [Policy B-2](#)).

5. The Administrative Assistant on each campus has the responsibility to ensure that the materials have been submitted to the appropriate files.

Reviewed/ Approved by:

Level I: Executive Council (August, 2006)

Level II: Associate Dean for Undergraduate Programs (September, 2006)