

Syllabi Naming Guidelines

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), our accrediting body, considers the syllabus the primary documentation of course learning outcomes and how they are assessed. The Office of Accreditation and Compliance is responsible for the collection of electronic copies of all syllabi for which one or more credits are earned by students. According to the Faculty Policy and Procedures Manual (FPPM), “An electronic copy of each syllabus must be filed by faculty members with their department chair during the first week of each semester.” Administrative assistants from each department will forward syllabi from their departments to the Office of Accreditation and Compliance.

Please prepare your syllabi using the following naming conventions before submitting them to your administrative assistant.

Please provide only PDF files.

Examples of types of files you might need to name are shown below (*spacing has been exaggerated for training purposes*).

Course	Course#	Type	Semester /Year	Intersession	Instructor-Last Name	Instructor-First Name Initial	Explanation of Abbreviations
BIOL	101		Fall23		Smith	V	
BIOL	103		Spr24		Smith	V	
BIOL	390		Spr24	J	Smith	V	<i>J= Intersession</i>
ACCT	331	H	Spr24		Smith	V	<i>H= Honors</i>
ANTH	121	OL	Sum23		Smith	V	<i>OL= Online</i>
CHEM	205	OC	Fall23		Smith	V	<i>OC= Off Campus</i>
EDUC	245	HOL	Sum23		Smith	V	<i>HOL= Hybrid Online</i>
ART	101	HOC	Fall23		Smith	V	<i>HOC= Hybrid Off Campus</i>

Please name your files utilizing spacing and capitalization suggestions shown in the examples below. Adhering to spacing guidelines will help when sorting and viewing the files. Please note there is no space between the semester and the year (i.e. Fall16).

The files shown above will look like this when named properly:

BIOL 101 Fall22 Smith.pdf

BIOL 101 Spr23 Smith.pdf

BIOL 390 Spr23 J Smith.pdf

ACCT 331 H Spr23 Smith.pdf

ANTH 121 OL Sum22 Smith.pdf

CHEM 205 OC Fall22 Smith.pdf

EDUC 245 HOL Sum22 Smith.pdf

ART 101 HOC Fall16 KinmanV.pdf (the first letter of the first name is only used when there is more than one faculty member with the same last name in the same department)

Other considerations:

1. Please use only the accepted wording in file names as shown in the above examples. Words such as syllabus should be removed from the file name.
2. Show only the instructor of record in the file name.
3. If there is more than one instructor with the same last name, in the same department please follow this example: SmithV and SmithE.
4. If there are multiple sections of a course taught by the same professor in a semester, only one syllabus is needed, unless one of the sections is an Honors section. In that case, provide a separate syllabus for the Honors section that specifies what advanced material is included.
5. Please combine syllabi and schedules/labs for the same class/professor into one PDF file.

If you have any questions, please do not hesitate to contact me, Teresa Dodson, at extension 2256 or via email – dodsonts@longwood.edu.