

## 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.** You can save your Word 2010 and 2013 files to PDF format by clicking on FILE at the top left side of the page and choosing “Save as Adobe PDF.”

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		Fall16		Kinman	V	
BIOL	103		Spr16		Kinman	V	
BIOL	390		Spr16	J	Kinman	V	<i>J= Intersession</i>
ACCT	331	H	Spr16		Kinman	V	<i>H= Honors</i>
ANTH	121	OL	Sum16		Kinman	V	<i>OL= Online</i>
CHEM	205	OC	Fall16		Kinman	V	<i>OC= Off Campus</i>
EDUC	245	HOL	Sum16		Kinman	V	<i>HOL= Hybrid Online</i>
ART	101	HOC	Fall16		Kinman	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 Fall16 Kinman.pdf  
 BIOL 101 Spr16 Kinman.pdf  
 BIOL 390 Spr16 J Kinman.pdf  
 ACCT 331 H Spr16 Kinman.pdf  
 ANTH 121 OL Sum16 Kinman.pdf  
 CHEM 205 OC Fall16 Kinman.pdf  
 EDUC 245 HOL Sum16 Kinman.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: KinmanV and KinmanE.
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 Irish](#), at extension 2256.