

## Submitting Syllabi to the Dean's Office

Syllabi are due on the last day of **add/drop**. Professors or Departmental Administrative Assistants must upload an electronic syllabus version (PDF or Word only, please DO NOT SUBMIT a link from Canvas) for each course they teach. Syllabi should be uploaded to the [Dean's SharePoint](#) site by the bylaw deadlines.

We are encouraging all faculty to submit their own syllabi to the [Dean SharePoint Site](#). Please inform your departments to submit their course syllabi.

Process:

Email all professors within your department who are teaching classes on the semester schedule and ask them to send you their syllabi by the first day of classes. They should only submit their syllabi as a PDF or Word document and title their syllabi (ABC123 Last Name, First Name, FA or SP (depending on Fall or Spring) and the last two digits of the year), for example, ECO257 01 Jones, Grace FA23.

Save your syllabi in your documents however you feel is best.... either a folder that is named for the semester and year [for example - Fall 23], this is for departmental records and to assist students who may need syllabi in the future. Once you receive all syllabi correctly, please upload to the corresponding link.

[Fall 2023](#)

[Spring 2024](#)

For questions, email Zach Mendez, at [zmendez@rollins.edu](mailto:zmendez@rollins.edu), or call x 2280.