

To: All Teaching Faculty
From: Office of the Provost
Date: July 30, 2026
Subject: Fall 2026 Syllabus Expectations

Dear Faculty,

As outlined in the May 2026 Provost's Office Policy Reminders memo, **all Messiah University instructors will be required to create their syllabi by using a digital syllabus template starting this Fall 2026 semester**. The template will prepopulate course details and university-wide syllabus statements and require instructors to add section-specific information.

On August 1, you can access your syllabi by opening Canvas courses and clicking a tab in the left navigation titled "course syllabus." Directions to complete and publish digital syllabi are available on the [Tech Support Knowledge Base](#). Students will not see your syllabus until you publish it, and both instructors and students have access to export syllabi in Word or PDF format. *Please do not post a syllabus document on Canvas that is different from the contents of your digital syllabus, as this will confuse students.*

If you have questions or need assistance, please contact tech support via techsupport@messiah.edu.