

To: All Teaching Faculty  
From: Office of the Provost  
Date: August 27, 2025  
RE: Syllabus Posting Requirements

Now that the fall 2025 semester is underway, we want to remind you of the posting requirements for your course syllabi.

**Syllabus Posting for Student Access**

Instructors are not required to distribute paper copies of the course syllabus to their students, but they must post the syllabus on the course's Canvas landing page.

**Syllabus Posting for Institutional Collection Purposes**

To facilitate the University's syllabus archiving process, all faculty must do all of the following things:

- (1) Give each syllabus a filename that includes "yllab" and save it as a PDF file (e.g., ECON120syllabusFall2025.pdf" or "Fall2025BIOL106Syllabus.pdf");
- (2) Upload the course syllabus as a PDF to "Files" in the course's Canvas site; the syllabus must be located in the top level of "Files," not in a sub-folder;
- (3) Remove all other syllabi, including ones from previous semesters, from the top level of "Files."

Please remember that the automated collection process will not find your syllabus if it's a Word file, nor will it find your syllabus if it's posted in a subfolder of "Files." For the automated process to work, you must follow all three steps in the instructions above.

Thank you for your efforts in this regard. If you need help posting your syllabus in the correct way, please view this [tutorial video](#) or contact Tech Support at [techsupport@messiah.edu](mailto:techsupport@messiah.edu).