SYLLABI CENTRAL PROCEDURES

All new and updated syllabi must first comply with Faculty Senate approval processes and NJ Transfer process for new and revised syllabi. Please contact the Associate Dean of Curriculum at ikleinman@bergen.edu prior to submitting for upload.

UPLOAD of NEW Master Syllabi

• MASTER syllabi: Content should not specify an Instructor name or Semester
• One syllabus per course.
• Syllabi must be in PDF format.
• Syllabi must follow the specific file naming structure: three letter Subject code, dash, three digit Course number – i.e. "BIO-101.pdf".
• Syllabi will be sent via email to the Academic Web Designer, bmargolies@bergen.edu with "NEW syllabus" in the Subject.

ANNUAL BULK UPLOAD PROCESS for Syllabi Central

Any existing master syllabi that requires updating on Syllabi Central will need to be emailed to bmargolies@bergen.edu prior to May 30th, the deadline date for our annual bulk upload of syllabi. With the help of our IT Web Developer, Frank, this new process is outlined below:

Process mandates:

• This is in reference to Master Syllabi only. One syllabus per course.
• Syllabi must be in PDF format.
• Syllabi have a specific file naming structure, three letter Subject code, dash, three digit Course number – i.e. "BIO-101.pdf".
• Syllabi will be delivered via email to the Academic Web Designer, bmargolies@bergen.edu with the 3-letter Subject Codes and "Syllabi" in the Subject.
• Bulk Uploads will only work for courses that already exist in Syllabi Central (new courses must be added manually)
• May 30th is the yearly date we do bulk uploads of syllabi.
• Syllabi will be added to a single folder and uploaded directly to the server via FTP by the Web Developer on June 1st.