

CSULB University Archives

Frequently Asked Questions about Syllabi

What date should syllabi be turned in by?

The [Academic Senate Policy Statement 11-07](#) states that syllabi should be turned in to University Archives by Census. The University Census date changes each semester and can be found on the [Key Dates and Deadlines](#) webpage, under the “Registration” section. Departments are also required to maintain a record of the last 5 years of their syllabi within their department. Please note, we do not collect or maintain department SCO’s.

How do I submit syllabi to University Archives? What format do you accept?

Syllabi can be turned in to Archives via an emailed OneDrive/SharePoint folder link sent to heather.steele@csulb.edu. Please note that we cannot retrieve syllabi from Canvas. Please email LIB-Archives@csulb.edu with questions about your options. See our website with syllabi information here: [SCUA Syllabi](#).

- Please make sure the files can be opened in Word or Adobe PDF.
- If your College has multiple departments submitted together, the departments should be separated into individual folders. For example, within the College of Business Administration, the files would be separated into folders labeled: **HRM, SCM, ACCT, BLAW, etc...**
- We often rename over 9,000 files each semester. If possible, *please* ask your faculty to rename their own syllabi before submitting. Here is an example of an ideally labeled file name:

CBA_100-01_2025_FA_Lastnameofprofessor

However, we will accept all syllabi that are given to us, even if you have already organized and labeled the files using a different convention.

Why do we have to turn in all the syllabi from every department?

The syllabi are one of the most frequently requested items that are housed in University Archives. Below are a few examples of what they are used for:

- Students applying to new schools and programs use the syllabi to prove what material they have already learned so they don’t have to repeat a course. Universities review course equivalencies for transfers.
- Departments request old syllabi for course creation, review, or for new professors.
- Syllabi are used during the accreditation process.

Who do I contact if I have any questions?

LIB-Archives@csulb.edu or

Heather Steele Gajewski ♦ heather.steele@csulb.edu ♦ Ext. 5-1580

Briana Vazquez ♦ briana.vazquez@csulb.edu ♦ Ext. 5-3918

Thank you for your effort in turning the syllabi into University Archives. You are helping us take care of the needs of CSULB students, alumni, and the community.