Fall 2019 Syllabi Submission Process

A faculty member can access his/her syllabi via his/her profile on [my.aup.edu](https://my.aup.edu/) at ‘MyAUP / My Profile / Faculty / My Courses’ or directly at <https://my.aup.edu/user/me/faculty/courses>.

For each course offering the following action is currently available:

* **Create syllabus**: If no syllabus exists for this offering.

In the future, these options will also become available:

* **Edit & View Syllabus**: If a syllabus exists for this offering;
* **View PDF Archive**: If an archived PDF exists for this offering.

The online form does not include the weekly class schedule by session that faculty have found useful in the past. You will find the blank weekly class schedules under Faculty Resources on the Faculty Support webpage: <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office/faculty-support>. You can complete them, then cut and paste them into the document online.

Please be sure to click the, very discreet, box at the bottom of the form called **Set syllabus as visible to AUP community** otherwise no one will be able to view it. Then **hit save** and you are good to go.

You can read the frequently asked questions and user guide for more information (use the link on the ‘My Courses’)

Syllabi are available to students via the course catalog. The Course Catalog is available on the public website at <https://my.aup.edu/academics/course-catalog>.