



Board Policy 3.22 Course Outlines and Course Syllabi

Part 1. Purpose

To define and govern dissemination of course syllabi and course outlines.

Part 2. Definitions

Course Outline

The document approved by the appropriate college or university committee to communicate information about the college or university courses.

Course Syllabus

The document that is created by and reflects the creative work of the faculty member, and contains: the elements of the corresponding course outline, standards for evaluation of student learning, and may include additional information.

Part 3. Course Outlines

Subpart A. Course outline dissemination

Each college and university shall post course outlines for all courses on its website.

Subpart B. Student transfer

Course outlines are the official Minnesota State document used to determine course equivalencies for student transfers. For additional guidance, see Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum.

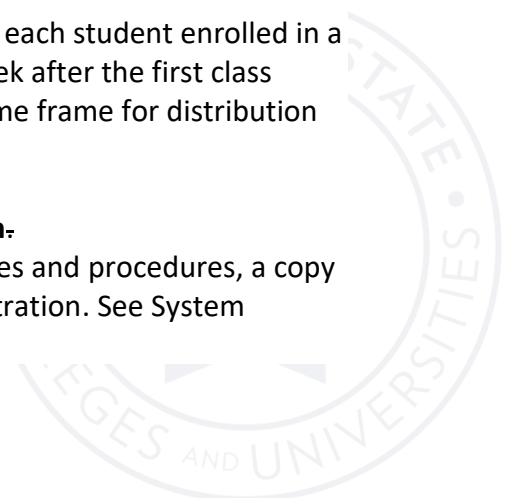
Part 4. Course Syllabi

Subpart A. Dissemination to Students-

Each college and university shall establish procedures that ensure each student enrolled in a course is provided a course syllabus within a maximum of one week after the first class meeting. When courses are offered in a condensed format, the time frame for distribution of the syllabus must be adjusted accordingly.

Subpart B. Dissemination to College or University Administration-

The faculty member shall provide, according to institutional policies and procedures, a copy of the current course syllabus to the college or university administration. See System Procedure 3.22.1 for use of course syllabi.



Date of Adoption: 06/17/98
Date of Implementation: 07/01/98
Date of Last Review: 10/21/20

Date and Subject of Amendments:

10/21/20 – Placed “outlines” before “syllabi” in title and outline information before syllabi information in body of policy, changed Part 3 Dissemination to Students to Part 4 Course Syllabi, relocated Part 4 to Part 4, subpart b, and applied the writing and formatting standards.

5/18/11 - Amended Title, amended language to make a clear distinction between course syllabi and course outlines. Adds Part 5 - course outlines.

Additional HISTORY.