



Minnesota State Colleges and Universities
Board Policies
Chapter 3 – Educational Policies

3.22 Course Syllabi and Course Outlines

Part 1. Purpose. The purpose of this policy is to define and govern dissemination of course syllabi and 2 course outlines.

Part 2. Definitions.

Subpart A. Course Outline. The course outline is the document approved by the college or university committee to communicate information about system college and university 7 courses.

Subpart B. Course Syllabus. The course syllabus is a document that contains the elements of the corresponding course outline, standards for evaluation of student learning, and additional information which reflects the creative work of the faculty member.

Part 3. Dissemination to Students. Each college and university shall establish institutional procedures which assure that each student enrolled in a course shall be 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 shall be adjusted accordingly.

Part 4. Dissemination to College or University Administration. The faculty member shall, upon request, provide a copy of the current course syllabus to the college or university administration according to institutional procedures.

Part 5. Course Outlines.

Subpart A. Course outline dissemination. Each system college and university shall post course outlines for all courses on its institutional website.

Subpart B. Student transfer. Course outlines shall be the official System document used to determine course equivalencies for student transfers. For additional guidance, see Board Policy 3.21 Undergraduate Course Credit transfer, Part 4. Course Outlines.

Date of Adoption: 06/17/98,

Date of Implementation: 07/01/98,

Date and Subject of Revision:

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

06/19/02 - Adds Part 1. Purpose, Part 2. Definitions and Part 4. Dissemination to College or University Administration.

07/01/98 - repealed Technical College Carry-Over Policy 2.3.7.0 Course Standards.