



Minnesota State Colleges and Universities System Procedures Chapter 3 – Educational Policies

Procedures 3.22.1 Course Syllabi and Course Outlines

Part 1. Purpose.

Subpart A. This procedure identifies the characteristics of course outlines and course syllabi and the important roles they serve within Minnesota State Colleges and Universities.

Subpart B. Nothing in this procedure shall be interpreted to expand, diminish or alter the academic freedom provided under Board policy and System collective bargaining agreements.

Part 2. Course Syllabi.

Subpart A. Purpose. Course syllabi communicate the specific details of courses taught by individual instructors.

Subpart B. Creation. Course syllabi are created by faculty members.

Subpart C. Content. Course syllabi include the pertinent information from the corresponding course outline and the details of the course as determined by each individual instructor. The details may include meeting dates, times, locations, instructor contact information, grading policies, required materials, course requirements, statements or references to college/university/System policies, accommodation requests, etc.

Subpart D. Uses. Faculty members use course syllabi to organize class information and communicate the instructor's plan for conducting the course. A course syllabus helps clarify course goals and objectives, assessment and evaluation standards, grading policies, and student responsibilities associated with the course.

Students use course syllabi as guides to student learning and course expectations.

Course syllabi may be used for accreditation purposes, program review, curriculum development and review, licensure applications/updates, performance evaluations, student grade appeals, or other similar institutional uses that respect the intellectual property rights of faculty members. A course syllabus may be used for other purposes if the owner of the intellectual property rights to the syllabus grants permission.

Subpart E. Ownership. Pursuant to Board Policy 3.26 Intellectual Property and the applicable System collective bargaining agreements, course syllabi are considered scholarly works and owned by the faculty members who create them, unless other circumstances apply.

Part 3. Course Outlines.

Subpart A. Purpose. Course outlines communicate information about system college and university courses to both internal and external stakeholders and align the courses with applicable accreditation requirements.

Subpart B. Creation. Administrators and faculty contribute procedurally and substantively to the development of course outlines, which are approved through the appropriate college or university process.

Subpart C. Content. Course outlines contain elements of the courses, including the subject, course number, course title, course description, credits, lecture hours, lab hours, prerequisites, co-requisites, Minnesota transfer curriculum goals, outline of learning outcomes, and revision histories.

Subpart D. Uses. For college and university purposes, course outlines are used to advise students, to determine course equivalencies for student transfers, for accreditation purposes, to communicate the essential elements of a course to faculty members teaching the course, to develop new curriculum or courses, for program and course reviews, for licensure applications and updates, and for grant applications.

Students use course outlines for course selection, course transfers, and other purposes.

Faculty members use course outlines to develop course syllabi, communicate the essential elements of a course to other faculty members, develop new curriculum or courses, and for program and course review.

Subpart E. Ownership. Pursuant to Board Policy 3.26 Intellectual Property, course outlines are considered institutional works and owned by the colleges and universities.

Subpart F. Entering course outlines into the Integrated Statewide Record System (ISRS). Guidance on where to find and enter data in the ISRS curriculum module can be found at http://www.its.mnscu.edu/isrs/navigation/course_building/curricweb.html.

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