



Chapter 3: Educational Policies

Course Outlines and Syllabi

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Authority: [Hennepin Technical College](#)
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PROCEDURE

Part 1. Purpose

To identify the characteristics of course outlines and course syllabi and their roles within Minnesota State. This procedure must not be interpreted to expand, diminish, or alter the academic freedom provided under board policy and Minnesota State collective bargaining agreements.

Part 2. Course Outlines

Subpart A. Purpose

Course outlines communicate information about college and university courses and on how the courses align with applicable accreditation requirements.

Subpart B. Creation

Course outlines are created and maintained by faculty members and approved through the appropriate college or university process.

Subpart C. Content

A course outline contains the applicable elements of the course, including the subject, course number, course title, course description, credits, lecture hours, lab hours, prerequisites, co-requisites, Minnesota transfer curriculum goals, learning outcomes, the effective date, revision history, and other elements determined by the college or university.

Subpart D. Uses

For college and university purposes, course outlines are used to advise students, to communicate with external parties, to determine course equivalencies for student transfers, for accreditation purposes, to communicate the essential elements of a course to faculty members teaching the course, 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 or update existing 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 owned by the colleges and universities.

Subpart F. Record Keeping

Colleges and universities shall enter course outlines into the student information system.

Part 3. Course Syllabi

Subpart A. Purpose

Course syllabi communicate the details of courses taught by individual instructors.

Subpart B. Creation

Course syllabi are created by faculty members.

Subpart C. Content

A course syllabus includes 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, or board 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 for learning and course expectations. Faculty and students may use course syllabi for student grade appeals.

Colleges, universities, departments, and programs may use course syllabi for accreditation and licensure applications/updates with author's permission.

Departments and programs may request from faculty their course syllabi for program reviews and curriculum development and reviews.

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

Ownership is governed by Board Policy 3.26 Intellectual Property and the applicable Minnesota State collective bargaining agreements.

Part 4. Dissemination to Students

Subpart A. Course Outline. All course outlines are posted on the College's website. Course outlines shall be the official System document used to determine course equivalencies for student transfers.

Subpart B. Course Syllabi. Within a maximum of one week from the first class meeting, the faculty member shall make available a course syllabi to each student enrolled in the course. When courses are offered in a condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly. Syllabi may be distributed in one or more of the following ways:

- Hard copies distributed in class
- Electronic copies posted on a "class website"
- Electronic copies posted on D2L
- Electronic copies e-mailed to each student

Part 5. Dissemination to College Administration

Subpart A. Course Outline. All course outlines are posted on the College's website. Course outlines shall be the official System document used to determine course equivalencies for student transfers.

Subpart B. Course Syllabi. The faculty member shall, upon request, provide a copy of the current course syllabus to the college administration. One electronic or hard copy of an instructor's syllabus shall be provided to administration (the Dean) upon request. The Dean shall place this one copy of the syllabus in a secured location within the college.

The Dean may give one copy of a course syllabus to a student ONLY under the following conditions:

- The student is registered in the faculty author's course, and
- The student is requesting a replacement copy of their syllabus, and
- The faculty author cannot be reached directly within 5 business days.

The Dean will inform the faculty author when any student is given a copy of their syllabus.

The Dean will not use nor distribute a copy of the syllabi without written permission from faculty.

At the end of every semester, College Administration will destroy all faculty syllabi, unless required for accreditation purposes, to ensure outdated content is not distributed.