



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

### 3.22 Course Syllabi

**Part 1. Purpose.** The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations.

**Part 2. Definitions.**

**Subpart A. Course Outline.** The course outline is the document approved by the college or university curriculum committee and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learning outcomes.

**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 from 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.

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*Date of Implementation:* 07/01/98

*Date of Adoption:* 06/17/98

*Date and Subject of Revision:*

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07/01/98 - repealed Technical College Carry-Over Policy 2.3.7.0 Course Standards.