

CHAPTER 3: Educational Services

Procedure 3G.1/11: Class Syllabus

The course syllabus is an expansion of the common course outline that contains, at a minimum, course details including course requirements, attendance policy, grading procedure and standards, office location and hours of availability, and the materials and text required for the course. According to [MnSCU policy 3.22](#), a syllabus must be made available to all registered students within a maximum of one week from the first class meeting. This pertains to online classes as well. In addition, each instructor is required to provide an electronic copy of each syllabus to the Educational Services Office during the first week of class. One print set of these syllabi will be kept on file in Educational Services, and one print set will be made available for student viewing in the Counseling area. Release of syllabi to other faculty members will be made only after permission is obtained from the syllabus author.

Syllabi submitted electronically will be retained in read-only format. One copy may be printed for maintaining in the counseling area. The following notation may be added to electronic syllabi:

A course syllabus is the intellectual property of the faculty author. This document may not be reproduced in any form without the permission of the author.

Access to electronic syllabi shall be limited to viewing rights in the following circumstances:

- For verification of included information in the event of student issues;
- For purposes of faculty appraisal;
- For data collection and analysis.

If a copy of a syllabus is needed for evaluation of transfer credit, it shall be considered fair use to provide a copy to the transfer institution requesting the syllabus for evaluation. The copy provided shall be labeled “for transfer purposes only.”

Only current syllabi will be maintained in the counseling area. It shall be considered fair use to convert paper syllabi from previous semesters to digital read-only image for archival purposes. Release of archived syllabi to other faculty members will be made only after permission is obtained from the syllabus author.

History:

04.2003 Changed three copies to two; Added last two sentences.

11.2004 Amended most of the procedure to reflect electronic requirements for syllabi, maintenance of syllabi, and faculty author rights.