

North Hennepin Community College

Policy Information

Number: 3.22

Name: Course Syllabi and Course Outlines

Author: Policy Committee

Effective Date: August 23, 2017

Next Review Date: Spring 2022

Regulatory Authority

- Minnesota State Board Policy 3.22 and Procedure 3.22.1
 - <http://www.minnstate.edu/board/policy/322.html>
 - <http://www.minnstate.edu/board/procedure/322p1.html>

Part 1. Policy Statement.

North Hennepin Community College adheres to Minnesota State Board Policy 3.22 and Board Procedure 3.22.1.

Part 2. Determination of Course Equivalency for Transfer.

Upon request, North Hennepin Community College will provide transfer institutions with the approved Course Outline for the purposes of determining course equivalency. Under no circumstances will North Hennepin distribute course syllabi, unless given explicit written permission by the faculty member of record.

Part 3. Dissemination to Students.

Pursuant to MnSCU Minnesota State Board Policy 3.22 Course Syllabi, faculty members will provide each student with a course syllabus within one week of the first class session. Students are advised to retain copies of the course syllabus for their own records.

Part 4. Campus Review

Review Action	Date(s)
Campus Community Review Period	13-Mar-2017–24-Mar-2017
AFSCME Review	25-Apr-2017
MAPE Review	25-Apr-2017
MMA Review	25-Apr-2017
Shared Governance Council Review	23-Jun-2017

Student Senate Review	13-Apr-2017
President Approval	23-Aug-2017
Campus Community Dissemination	28-Aug-2017

History

- Revised 23-Nov-2011
- Revised Spring 2017