

Policy Information

Number: 3.22

Name: Course Syllabi and Course Outlines

Effective Date: **July 20, 2023**

Next Review Date: AY 2027–2028

Regulatory Authority

- [Minnesota State Board Policy 3.22](#)
- [Minnesota State System Procedure 3.22.1](#)

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.

As stated in 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 should retain copies of the course syllabus for their own records.

Part 4. Campus Review

Review Action

Date(s)

Diversity, Equity, and Inclusion Committee Review:

4/17/2023 – 5/12/2023

Campus Community Review Period:

3/2/2023 – 3/24/2023

AFSCME Review:

4/17/2023 – 5/12/2023

MAPE Review:

4/17/2023 – 5/12/2023

MMA Review:

4/17/2023 – 5/12/2023

Shared Governance Council Review:

4/21/2023

Student Senate Review:	4/20/2023
President Rolando Garcia Approval:	7/11/2023
Campus Community Dissemination:	7/20/2023

History

- Revised 23-Nov-2011
- Revised Spring 2017
- Revised Spring 2022, minor language changes; failed, MMA requested language to remain consistent with FERPA
- Revised Spring 2023 to incorporate MMA-requested language to remain consistent with FERPA