



North Hennepin Community College

Policy Information

Number: 3.22

Name: Course Syllabi and Course Outlines

Effective Date: May 28, 2024

Next Review Date: AY 2028-2029

Regulatory Authority

- [Minnesota State Board Policy 3.22](#)
- [Minnesota State System Procedure 3.22.1](#)
- [MSCF Contract Article 23, Section 4, Subd. 4 Course Outlines and Syllabi](#)

Part 1. Policy Statement.

North Hennepin Community College adheres to Minnesota State Board Policy 3.22 and Board Procedure 3.22.1 and the MSCF Contract

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. Course Syllabus.

Subpart A: Written Syllabus.

An instructor of a course must provide to students in the first week of class a syllabus that outlines:

- a. Campus Name
- b. Subject

- c. Course Number
- d. Course Title
- e. Course Modality – Day, time, & location of class meetings. For blended/hybrid classes, the dates and times when classes will meet face-to-face.
- f. Course Description
- g. Learning Outcomes
- h. Credits with Lab and Lecture Hours broken out
- i. Prerequisites and /or Co-requisites
- j. Minnesota Transfer Curriculum Goals
- k. Faculty contact Information
- l. Time and Location of Office Hours
- m. Standards for classroom participation and attendance
- n. Types of assignments and tests
- o. Due dates of assignments and policies regarding accepting late or inadequate work
- p. Criteria for the evaluation of student work and grade determination
- q. Academic Integrity statement with link to Student Code of Conduct [Policy](#) and [Procedure](#)
- r. Access Services Statement

Subpart B: Submission to the Office of Academic Affairs.

Per MSCF Contract Article 23, Section 4, Subd. 4, upon request, faculty members shall provide a functional and easily readable copy of syllabi in electronic format to the administration.

Part 5. Campus Review.

Review Action

Date(s)

Diversity, Equity, and Inclusion Committee Review:

4/3/2024 – 5/10/2024

Campus Community Review Period:

3/11/2024 – 3/25/2024

AFSCME Review:

4/3/2024 – 5/10/2024

MAPE Review:

4/3/2024 – 5/10/2024

MMA Review:	4/3/2024 – 5/10/2024
Shared Governance Council Review:	5/10/2024
Student Senate Review:	4/18/2024
President Rolando Garcia Approval:	5/23/2024
Campus Community Dissemination:	5/28/2024

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
- Revised Fall 2023 to address HLC concerns around faculty syllabi through Expedited Review. To go through full campus review Spring 2024.
- Revised Spring 2024.