



COURSE SYLLABI (RCTC Procedure 3.22.1)

MnSCU Board Policy 3.22 will be in effect with the following RCTC Procedure.

Part 1. Purpose.

Ownership of course syllabi as intellectual property resides with the individual faculty. Every faculty member shall provide a copy of the syllabus to administration as outlined in Part 2 below.

Part 2. Procedure.

Each semester every faculty member will be required to submit an electronic copy of a syllabus for each class he/she teaches to the Vice President of Academic Affairs, where it will be stored in a restricted data base.

- **Fall Semester:** Syllabi are due in the Vice President of Academic Affairs Office by the 15th of September or the first week of a class meeting should that occur later than September 15th.
- **Spring Semester:** Syllabi are due in the Vice President of Academic Affairs Office by the 15th of January or the first week of a class meeting should that occur later than January 15th.
- **Summer Session:** Syllabi are due in the Vice President of Academic Affairs Office by the end of the week after the first meeting of a summer school class.

Part 3. Dissemination.

Faculty will:

- distribute individual syllabi to students currently enrolled in a course.

Administrative dissemination is restricted to:

- Distribution of individual syllabi to students who are past members of classes from which a syllabus is in the database for the purpose of aiding transfer
- Distribution of individual syllabi to other institutions of higher learning upon request of students who are past members of classes from which a syllabus is in the database for the purpose of aiding transfer.

Administration will provide written information to appropriate faculty regarding distributions. No other copies of syllabi will be distributed without individual faculty written permission.

Date of Implementation: Immediate

Date of Adoption: 3/27/01

Date of Revisions: 3/21/03; 2/17/07