

**Related Minnesota State Policies and Procedures; 3.22 Course Outlines and Course Syllabi;  
System Procedure 3.22.1****Part 1. Purpose**

Implement Board Policy 3.22 and System Procedure 3.22.1 at Rochester Community and Technical College

**Part 2. Definitions****Subpart 1. Course Outlines**

**The course outline** is a description of essential elements and expected outcomes. Course Outlines are the official Minnesota State document used to determine course equivalency for student transfers. Course Outlines are comprised of the following elements:

- a) Outline of major content areas
- b) General Learning outcomes
- c) Learning Outcomes (Minnesota Transfer Curriculum) if a Minnesota Transfer Curriculum Goal Area has been identified
- d) Methods used for evaluation of student learning
- e) RCTC Core Outcomes
- f) Any needed special information

**Subpart 2. Course Syllabi**

**The syllabus** is an expansion of the common course outline that includes details relevant to the instructor and academic term offered. The syllabus will include

- a) All elements of the course outline
- b) Academic term and year
- c) Section number for this offering of the course
- d) Instructor(s) name
- e) Instructor's contact information as defined by the RCTC Required Syllabi Elements
- f) Calendar of major assignments, exams, papers with tentative due dates, etc.
- g) Required Textbook(s) and/or other Required or Recommended Readings and Materials
- h) Instructor's attendance policy.
- i) Instructor's grading policies and procedures.
- j) RCTC Common Syllabi Statements defined in the RCTC Required Syllabi Elements

**Part 3. Procedure****Subpart 1. Course Outlines**

Full-time unlimited Faculty teaching the course will confer to develop consensus on the content of a Course Outline. Approval of all credit-bearing courses shall be approved following established Academic Affairs and Standards Council procedures.

All courses shall be reviewed and revised on a five-year cycle, unless revision is needed more frequently. All revised courses shall be approved following established Academic Affairs and Standards Council procedures.

The Office of Academic Affairs will maintain complete files of all approved Course Outlines. All Course Outlines are displayed on the website and available at designated locations on campus.

**Subpart 2. Course Syllabi**

**A course syllabus** must be provided to each student on the first class meeting of the academic term.

Course syllabi must be submitted to the Office of Academic Affairs within one week of the beginning of the course according to the established procedure.

### **Part 3. Dissemination of Syllabi**

The Office of Academic Affairs will distribute copies of individual syllabi to students who are past members of classes, or institutions of higher learning upon request of the student, for the purpose of aiding transfer.

Course syllabi will be distributed to regional or professional accrediting bodies for the purpose of institutional and/or program accreditation.

Administration will provide written information to appropriate faculty regarding distributions. In the event a faculty member is no longer employed at RCTC, administration will inform the faculty president of any syllabi distributions. No other copies of syllabi will be distributed without individual faculty written permission.

*Date of Implementation: Immediate*

*Date of Adoption: 3/27/2001*

*Date of Revisions: 3/21/2003, 2/17/2007, 3/1/2018, 3/25/2025*