



**Policy Series #: 3000 – Educational  
Policy Manager: Mary Davenport  
Course Syllabi and Master Course Outlines**

**PURPOSE:**

Course outlines shall be the official system document used to determine course equivalencies for student transfers.

**APPLICABILITY:**

The course outline is the document approved by Riverland's Academic Affairs and Standards Council to communicate information about courses content and includes the subject, course number, course title, course description, credits (lecture and lab hours) prerequisites, co-requisites, curriculum, Minnesota Transfer Curriculum goals, student learning outcomes, ADA statement, and revision histories. Each system college and university shall post course outlines for all courses on its institutional website.

The course syllabus is a document that communicates specific information that guides student learning and course expectations. A course syllabus shall be provided to each student enrolled in a course during the first class period or within a maximum of one week from the first class meeting. When courses are offered in a condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly.

A faculty member shall, upon request, provide a copy of the current course syllabus to the College administration according to institutional procedures.

**DEFINITIONS: *(if needed)***

**DOES THIS POLICY HAVE A PROCEDURE? Yes**

**LIST RELATED POLICIES, PROCEDURES OR PLANS HERE: *(if any)***

MnSCU 3.22: <http://www.mnscu.edu/board/policy/322.html>

3XXXP Course Syllabi and Outline Procedures

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Date of Initial Review by President's Cabinet: 3/14/13

AASC Review (if applicable): 4/23/13

FSGC Review (if applicable):

Date of Final Approval / Policy Adoption: 6/1/13

Date & Subject of Revisions: