

**COURSE OUTLINES AND COURSE SYLLABI**

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**POLICY**

Ridgewater College has adopted and follows [Minnesota State Board Policy, 3.22, Course Outlines and Course Syllabi](#) and the associated [Procedure 3.22.1](#). Ridgewater College requires that a course syllabus be provided to each student enrolled in a course within a maximum of one week after the first-class meeting. When courses are offered in a condensed format, the time frame for distribution of the syllabus must be adjusted accordingly. One copy of the course syllabus is requested to be submitted to the office of the appropriate academic dean for the purpose of maintenance.

**Definitions:****Course Outlines**

Course Outlines communicate information about college and university courses and on how the courses align with applicable accreditation requirements and are included in the course syllabi.

**Course Syllabi**

Course Syllabi communicates the details of courses taught by individual instructors. Ownership is governed by [Minnesota State Board Policy 3.26, Intellectual Property](#) and the applicable college bargaining agreement. The MSCF contract Article 23, Section 4, Subd. 4 states "A course syllabus is a scholarly work and as such is the sole property of the faculty member. Upon request, the faculty member shall provide a copy of the syllabus to the administration." Course syllabi will be sent to a formerly enrolled student when requested.

**Content of Syllabi**

A sample syllabus is available on the Teams site for new faculty. It is recommended that this format be followed to the extent possible to keep a uniform look and consistent expectations for students.

A course syllabus should include, but is not limited to, the following:

- Course title, number and other general course information (i.e.: credits, format, begin/end dates, etc.)
- Instructor's name and contact information
- Office location and office hours
- Identify communication expectations, including your expected response time to student inquiries
- Required Texts and Supplies/Materials/Equipment/Tools/Technology
- Recommended texts or technology
- Course description and outcomes
- College policy and procedure information
- College resources
- Attendance Policy
- Late work policy
- A statement about acceptable Artificial Intelligence (AI) use in the course
- A statement about class environment and setting behavioral expectations and consequences
- Course Procedures (percentage of time devoted to lecture, lab, discussion, etc.)
- Grading Procedures (including weighting of scores, etc.)

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45 *History:*

46 11.20.2000 Adopted

47 04.15.2022 Proposed - Reviewed for Equity Compliance; Revised 06.06.2022

48 10.15.2025 Proposed; 01.15.2026 Revised