

Pine Technical College Policy and Procedure

Policy Number: 234	Date: January 31, 2008	Revision Date:
Division/Department: Academic Affairs	Author: Dean Masters, CAO/Dean of Academic Affairs	
Subject: Course Syllabi		
Authorities: MnSCU Policy 3.22 Course Syllabi		
Purpose: The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations.		
Policy: Pine Technical College will have established procedures to ensure all students receive a course syllabus within the first week of class.		
Procedure:		
<ol style="list-style-type: none"> 1. Faculty shall provide students and Academic Affairs with a copy of each course syllabus within the first week of classes. 2. Academic Affairs will review the syllabus for completeness and currency. 3. Academic Affairs will retain the syllabus for each course for curriculum reference. 		
Responsibilities:		
Responsibilities are assigned according to the procedures established above.		
Dissemination:		
Dissemination to all employees via the intranet or college website.		
Reviewed by Leadership Team: 3-17-08 Reviewed by Faculty Shared Governance: 5-7-08 Reviewed by: _____ Robert L. Musgrove, Ph.D., President		
Approved: Date: 5-7-08		