

Pine Technical and Community College Procedure

3.PTCC.22.1 Course Syllabi and Course Outlines

Chapter: 3 - Educational Policies

Date: 09/04/2025

Part 1: Purpose

The purpose of this policy is to define and govern dissemination of course syllabi and course outlines to provide students and other constituents with course specific information.

Part 2: Definitions

Course Outlines

College faculty create course outlines for all courses offered at the College. The course outline is the official document the College has approved to communicate course information. The course outline must include the course prefix, title, course number, course description, credit amount and type and course outcomes. Course outlines are first submitted to the Curriculum Committee and then forwarded to the Academic Affairs and Standards Council (AASC) for approval. Course outlines shall serve as the official document used to determine transfer equivalencies for student course transfer. The College shall post all course outlines at www.pine.edu

Course Syllabi

College faculty create course syllabi for all courses offered at the College. The course syllabus contains elements of the corresponding course outline as noted above, standards for grading student work, and additional information which reflects the creative work of the faculty member. The course syllabus is an agreement with the student that provides information about the instructor's expectations in a course.

Part 3: Dissemination to Students Procedure

Faculty members shall provide students with a course syllabus within the first week of a course. When courses are offered in a condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly.

Part 4: Dissemination to College Administration



Each semester PTCC faculty shall provide a copy of their current course syllabus to the college administration during the first week of class. Copies provided to administration will be maintained in a master file in a central location.

Related Documents:

[Minnesota State Board Policy 3.22](#)

[Minnesota State Board Procedure 3.22.1](#)

Adoption:

Last Reviewed: 09/04/2025

Next Review Date: 09/2029

Cabinet Approval: 09/2025

Custodian of Policy: Vice President of Academic and Student Affairs

Policy History:

Date and Subject of Amendments:

11/28/22 – Update of the policy from 2008. Integrated into new format.

09/04/25 - Clarification on timeline for Part 4: Dissemination to College Administration