



# Syllabus Review

Dakota County Technical College collects all faculty syllabi each semester, stored in a folder with limited viewing rights. A random sample of 10% of all submitted syllabi is reviewed each semester for quality improvement purposes, including review of standards necessary for College accreditation. This document reflects a review by Academic Affairs of the presence of pertinent information the College has deemed essential be present in the syllabus.

**Minnesota State Board Policy 3.22 Course Syllabi and Course Outlines  
Part 4. Dissemination to College or University Administration**

The faculty member shall, upon request, provide a copy of the current course syllabus to the college or university administration according to institutional procedures.

**Minnesota System Procedure 3.22.1 Course Syllabi and Course Outlines  
Part 2. Course Syllabi  
Subpart C. Content**

Course syllabi include the pertinent information from the corresponding course outline and the details of the course as determined by each individual instructor. The details may include meeting dates, times, locations, instructor contact information, grading policies, required materials, course requirements, statements or references to college/university/System policies, accommodation requests, etc.

Date \_\_\_\_\_

Reviewer \_\_\_\_\_

Instructor \_\_\_\_\_

Program \_\_\_\_\_

Course \_\_\_\_\_

Semester \_\_\_\_\_

Year \_\_\_\_\_

**Instructor Information**

**Essential**

- Instructor Name
- Instructor Contact Information
- Instructor Office Hours

**If applicable**

- Instructor Office Location



**Course**

**Essential**

- Program Name
- Course Prefix
- Course Number
- Course Title
- Sem/Year Offered
- Course Format
- Course Description
- Credit Hours
- Course Learning Outcomes
- Required Textbooks/Materials
- Grading Policy
- Grading Scale

**If applicable**

- Recommended Materials
- Course Requirements
- MnTC Information

**Optional**

- Course Section
- Recommended Entry Skills
- Participation Points
- Weekly Course Schedule
- Assignment Due Dates
- Exam Dates
- Pre-class readings
- Learner Outcomes
- Learner Values

**Policies & Statements**

**Essential**

- StarAlert Statement
- Harassment & Discrimination Policy
- Student Conduct Policy

**Recommended**

- Withdrawal Policy
- Academic Integrity
- DCTC General Policies and Procedures

**Optional**

- Incomplete Policy
- Late Work/Make-Up Exam Policy
- Mental Health Statement
- Religious Observation Policy
- SAP
- Active Military Statement

**School Services & Resources**

**Essential**

- Accessibility Services

**Recommended**

- Veterans Services
- Starfish
- Tutoring
- Food Support
- Student Life/Wellness Center
- General Student Resources

**Optional**

- Library Information

**Essential:** Information deemed necessary. \_\_\_ / 19

**If Applicable:** Information deemed necessary if it applies. \_\_\_ / 4

**Recommended:** Information deemed extremely valuable. \_\_\_ / 9

**Optional:** Information deemed valuable. \_\_\_ / 7