

| | | |
|--|---|---|
| Policy Name: Course Outline Policy | Responsible Owner: President | Effective Date: July 28, 2025 |
| Policy Number: | Approval Body: Board of Governors | |

A. POLICY:

PURPOSE/COMMITMENT:

To ensure that course outlines are accurate, comprehensive, and consistently applied contracts between the Institution and its students. This policy provides a framework for the creation and distribution of official course outlines and course syllabi.

DEFINITIONS:

Course Outline of Record: The official record of the course as approved by the Academic Council. It serves as the contract between the Institution, its students, and other post-secondary institutions, and is used for articulation purposes.

Course Syllabus: The section-specific contract between the instructor and the students, which elaborates on the framework of the Course Outline of Record.

Course Outline Template: The basic format/framework that shapes the structure each Course Outline of Record, as approved and updated by Academic Council from time to time.

SCOPE:

This policy applies to all credit bearing courses offered in academic programs at the Institution.

WHEN TO USE THE POLICY:

This policy is to be used by all faculty and instructors when developing and distributing course outlines and syllabi for credit courses.

B. Procedures:

Development and Approval:

- The instructor responsible for teaching a course will develop a Course Syllabus and submit it to the relevant Dean for approval prior to the commencement of instruction. The Course Syllabus must be consistent with the Course Outline of Record as approved by the Academic Council.

Distribution:

- The approved Course Syllabus must be distributed to all students and the appropriate Dean at the beginning of the term of study.

Revisions:

- After the Course Syllabus has been distributed, changes to assignments, the evaluation profile, or assigned texts or readings may not be made without the consent of the students in the course.

Template:

- All Course Syllabi must be presented on the approved Course Outline Template and use the Course Outline of Record for the delivery of the course.