

<b>Title</b>	<b>Course Outlines</b>
<b>Number</b>	<b>F1003</b>
<b>Category</b>	<b>Instruction</b>

### 1. PURPOSE

To establish the purpose of course outlines and identify content requirements and the associated responsibilities of students and instructors.

### 2. DEFINITIONS

**Course outline** - the information regarding content, structure and administration of a course.

**Instructor** - individual or team of individuals responsible for providing instruction and evaluation in a credit/regular studies course and assigning the final grade in that course.

**Student** - individual who is registered in, or has applied to register in or be admitted to a course of full or part-time study at the College.

**Assessments** - include, but are not limited to, examinations, tests, papers, essays, projects, portfolios or participation used to evaluate student progress.

### 3. POLICY

3.1. Purpose of a course outline:

- a. Provide students with sufficient information to make informed enrolment decisions about a course and to plan the progress of their course work;
- b. Provide information to facilitate transfer credit between institutions.

3.2. A course outline shall include the following information:

- a. Course code, number and title;
- b. Course contact hours and number of credits;
- c. Calendar course description, prerequisites, corequisites;
- d. Instructor name(s), contact information and office hours;
- e. Learning outcomes;
- f. Textbooks and/or course materials;

- g. Assessments and their relative weightings;
  - h. Grading guidelines;
  - i. Detailed course content, including sequence of topics, labs etc.;
  - j. College or departmental policies related to student progress and academic integrity.
- 3.3. A course outline should reflect principles of fairness, integrity and academic honesty.
- 3.4. Responsibilities of an instructor:
- a. Develop a course outline that is consistent with course elements approved by Education Council.
  - b. Deliver a course outline to students in a timely manner, normally by the first day of class.
- 3.5. Responsibility of a student:
- a. Understand the information contained in the course outline or seek clarification from the instructor in a timely manner.

#### 4. **RESPONSIBILITY**

For inquiries relating to this policy, contact the Provost and Vice-President, Academics & Students.

#### 5. **REGULATIONS/PROCEDURES/RELATED POLICIES**

Course Outlines – Procedures

[Policy E2011 – Withdrawal from Courses](#)

[Policy F1005 – Assessment of Academic Progress](#)

[Policy F1007 – Final Examinations](#)

<b>History/Revision</b>	
Origination Date	January 1975 – Policy 6.3.1.4
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