

COURSE OUTLINE POLICY

EFFECTIVE DATE November 15, 2000

RESPONSIBILITY FOR IMPLEMENTATION Deans, Chairpersons

CROSS-REFERENCED POLICIES

Grading, Examination, Student Rights and Responsibilities, Student Academic Grievance, Student Travel

POLICY STATEMENT

Grande Prairie Regional College respects students' rights to information and expectations regarding their learning activities. All course requirements and the criteria used in course evaluations must be explicitly stated in the course outline. Course outlines are deemed to be permanent record of academic activity at Grande Prairie Regional College and as such must match details presented in the College Calendar for the academic year.

DEFINITIONS

Learning Outcomes describe what a student must be able to do at the conclusion of a course.

Course Objectives describe what a faculty member will cover in a course.

PROCEDURES/RULES STATEMENT

1. Standard Format
All course outlines will provide a minimum of, but will not be restricted to, the following:
 - 1.1 Session details – updated to reflect the current academic year.
 - 1.2 Course number and title.
 - 1.3 Credit/contact hours as per Calendar description – credit hours for the course and the student contact hours (lecture, seminar, lab/clinic, work experience, etc.).

- 1.4 Instructor details – name and contact information (college telephone number, office location, office hours, and email address).
- 1.5 Delivery mode(s) – For example, one or more of lecture, laboratory, clinical, seminar, practicum, work experience, videoconference, correspondence, internet, learning management systems, computer assisted.
- 1.6 Prerequisite and corequisite and other course qualifiers (restrictions, etc.).
- 1.7 Resource requirements – textbooks, required and optional, and other required course materials.
- 1.8 Calendar description (as per GPRC academic calendar)
- 1.9 Additional costs – any other special required costs such as field trips, materials. If time is required away from the college, pre-approval must be obtained from the Chairperson and must comply with the Travel Policy.
- 1.10 Course Objectives
- 1.11 Learning Outcomes
- 1.12 Timelines – identify a tentative schedule for major activities and evaluations, and indicate the consequence of noncompliance.
 - 1.12.1 Detailed content description (i.e. chapters, sections, etc).
 - 1.12.2 The course timelines will show that the academic term is being used to maximum instructional advantage.
 - 1.12.3 The course timelines will show that course deadlines and exam / assignment due dates do not create undue hardship for students in the last week of classes in each semester
- 1.13 Evaluation – number and weighting of each evaluation tool used.
- 1.14 Grading Criteria - Instructors must disclose methods used to convert course work into final grades (Criterion referenced, grading norm referenced, grading, or a combination of both).
- 1.15 Student Rights and Responsibilities (with link to College Policy)
- 1.16 Statement on Plagiarism (with link to Student Misconduct: Academic and Non-Academic Policy)

1.17 When an instructor opts to deliver her/his course outline to students electronically, hard copy must be made available to students on request.

1.18 University Transferability - If the course is designated UT; the outline will specify to which institution/program the transfer applies, citing the ACAT Transfer Guide.

1.18.1 All course outlines for university transfer courses must include the statement "Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions".

2 Course Outline Approvals

2.1 New courses require departmental approval and presentation to Curriculum Committee for review and recommendation to Academic Council for approval.

2.2 Changes to course outlines, which may affect transfer and accreditation agreement, require formal review by the Academic Department and the signatures of the Chairperson and Deans for presentation to Curriculum Committee for review and recommendation to Academic Council for approval.

2.3 Other revisions to course outlines must be submitted directly to the Chairperson and the Dean, Student Experience during annual routine submission of course outlines for file.

3. Course outlines are the property of Grande Prairie Regional College. Instructors must submit their course outlines to their respective chairperson 5 days prior to the first day of class.

4. Electronic copies of course outlines will be available in the Department, the Registrar's Office and on the college website.

5. The Registrar's office will supply templates for the departments to use when creating course outlines.

5.1 Course outlines received that do not follow the template will not be accepted.

Revised and Approved by Academic Council: February 12, 2015

Approved by Academic Council: October 14, 2010