

Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



Policy Title	Policy No.	
Course Outline & Course Syllabus	E-1.31	
Executive Responsible	Administrator Responsible	
Vice President Academic	Deans	
Approving Body	Approval Date	Date of Next Review
Educational Council	June 16, 2026	June 2031
Associated Procedure and Resources		
Course Outline & Course Syllabus Procedure		
Course Syllabus Preparation, Submission, and Publication SOP (In development)		
Course Syllabus Requirements College Standard (In development)		

PURPOSE

This policy establishes the requirements and approval process for course outlines at the College of New Caledonia (CNC) and clarifies how course outlines differ from course syllabi. While course outlines are subject to Education Council approval as part of academic governance, course syllabi are instructional documents managed by Academic Schools and are not approved by Education Council.

SCOPE

This policy applies to course outlines for credit courses and programs leading to certificates, diplomas, or degrees that are subject to Education Council authority under section 24(2)(f) of the *BC College and Institute Act*. This policy governs course outlines as the official institutional record of approved curriculum for credit courses.

This policy does not apply to non-credit Community and Continuing Education offerings. Course syllabi are addressed in this policy only to distinguish them from course outlines. Requirements and operational processes for the preparation, approval, and use of course syllabi are established through institutional procedures, standards, and Academic School processes.

GUIDING PRINCIPLES

1. Course Outlines

- 1.1 The course outline defines the institutionally approved curriculum and academic requirements for a course. The course syllabus implements approved curriculum for a specific section through instructor-designed delivery, scheduling, learning activities, and course management practices.

- 1.2 Course outlines are the official academic governance documents that define the approved curriculum content for a credit course, including course learning outcomes, credit value, grading requirements, and other core academic elements. Course outlines may also include course design information to support course approval, articulation, transfer credit assessment, and course planning.
- 1.3 Course outlines establish the approved curriculum requirements for a course and are not intended to prescribe instructional approach, teaching methods, learning activities, or section-specific delivery decisions, except where specific requirements are approved by Education Council or required by an external accrediting, regulatory, licensing, transfer, or other external approving body.
- 1.4 All new course outlines and revisions to approved course outlines, except housekeeping changes as defined in the *Course Outline and Course Syllabus Procedure*, must be submitted through Education Council's established proposal review and approval process.
- 1.5 Course outlines must include all elements required by Education Council.
- 1.6 Education Council maintains the official repository of approved course outlines.

2. Course Syllabi

- 2.1 Course syllabi are instructional documents that communicate section-specific information to students and operationalize the approved course outline for a particular course offering.
- 2.2 Course syllabi are not approved by Education Council. Their development, review, and oversight are the responsibility of Educational Administrators and Academic Schools, in accordance with institutional procedures.
- 2.3 Instructors share course syllabi with students within the timeline established by the program area's Educational Administrator to support student success.
- 2.4 Course syllabi must align with the Education Council-approved course outline and may not modify approved curriculum content.
- 2.5 Course outlines establish the approved evaluation framework and minimum assessment requirements. Course syllabi may specify section-level assessment details provided they remain consistent with the approved framework.
- 2.6 Adjustments to course syllabi during a term must remain consistent with the approved course outline and be communicated in accordance with Academic School procedures.

ROLES AND RESPONSIBILITIES

3. Education Council

- 3.1 Approve all new course outlines and substantive revisions to existing course outlines in accordance with section 24(2)(f) of the *BC College and Institute Act*.
- 3.2 Establish and maintain the required elements and template for course outlines.
- 3.3 Maintain the official institutional record of approved course outlines and ensure they are publicly available.

4. Dean or Designate

- 4.1 Ensure course outlines within their School are developed, reviewed, and submitted for approval in accordance with Education Council requirements.
- 4.2 Ensure course outlines remain current, accurate, and reflective of approved curriculum content.
- 4.3 Ensure proposed revisions to course outlines are brought forward to Education Council in accordance with established procedures.

5. Instructor

- 5.1 Draft and propose course outlines and revisions in alignment with program standards, institutional requirements, and Education Council guidelines.
- 5.2 Deliver courses in alignment with the Education Council–approved course outline, while exercising appropriate professional judgment in instructional approach, teaching methods, learning activities, and section-specific delivery decisions.

Definitions and Acronyms	
Course Delivery Information	Course Delivery Information is specific to each delivery instance of a course and includes elements essential for the delivery of the course. Course Delivery Information includes course section number, term, faculty name and contact information, evaluation criteria, learning resources, course schedule, as well as optional course specific information.
Course Outline	A course outline is the Education Council–approved document that defines the essential details of its respective course such as course name, course code, number of credits, duration, prerequisites and co-requisites, description, learning outcomes, evaluation methods, and grading scale.
Course Syllabus	A course syllabus is a document provided to students at the beginning of a course that outlines how the course will be delivered and what is expected of them. It is specific to the instructor, section, and semester, and incorporates information from the approved course outline together with course delivery information.
Evaluation Methods	The main types of assessment used to determine whether students have achieved the course learning outcomes. Evaluation methods may include, but are not limited to, exams, quizzes, assignments, projects, presentations, portfolios, labs, clinical or practical demonstrations, participation, or other graded learning activities.
Instructor	Individual or team of individuals responsible for providing instruction, evaluations, and assigning the final grade in that course.
Student	Individual who is registered in a course approved by Education Council.
Supporting Information	
Related Policies, Forms, Documents, Websites	Faculty Association Collective Agreement Education Council Course Outline Template
Acts and Regulations	BC College and Institute Act s.24