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

**PURPOSE**

This procedure supports the implementation of the *Course Outline and Course Syllabus Policy* by outlining processes for the development, approval, and management of course outlines. This procedure also describes how course syllabi are prepared and used in practice, where necessary, to clarify the relationship between course outlines and course syllabi.

**PROCEDURE****1. Course Outlines**

- 1.1 All new or revised course outlines must be submitted through Educational Council's established proposal review and approval process.
- 1.2 Education Council maintains the approved version of each course outline as the official academic record.
- 1.3 A course outline must include the following official course information and academic requirements:
  - a) a course code, number, and title;
  - b) school, program, or department responsible for the course;
  - c) course credits, total course hours, total weeks, and contact hours by delivery type;
  - d) course description;
  - e) prerequisites, co-requisites, any cross listed courses, where applicable;
  - f) prior learning assessment and recognition eligibility;
  - g) replacing existing course and course equivalency information, where applicable;
  - h) learning outcomes; and

- i) grading scale, including the passing grade and any minimum passing requirements.
- 1.4 A course outline must include course design information that supports course approval, articulation, transfer credit assessment, and course planning, including:
- a) evaluation methods, including the major evaluation components used to assess student learning and the relative weighting of each component;
  - b) representative texts, materials, learning resources, or other course resources that demonstrate the level, scope, and nature of the course; and
  - c) high level course content, including major topics, themes, units, or areas of study. Course content may be provided as a guide and is not intended to prescribe instructional delivery.
- 1.5 The information listed in section 1.4 may be identified as suggested or required in the course outline.
- a) Suggested information is provided as representative guidance and may be adjusted at the course section or syllabus level.
  - b) Required information is mandated by an external accreditation, regulatory, licensing, transfer, or other external approving body and must be followed in the delivery of the course.
  - c) Where information is identified as Required, the course outline must identify the body requiring it and describe the requirement.

## **2. Housekeeping Changes to Approved Course Outlines**

- 2.1 Housekeeping changes to approved course outlines may be proposed by either;
- a) the Dean responsible for the Academic School that owns the course, or
  - b) the Office of the Registrar, through the Curriculum Officer in consultation with the Associate Registrar.
- 2.2 Proposed housekeeping changes must be submitted to Education Council administrative support at [edco@cnc.bc.ca](mailto:edco@cnc.bc.ca).
- 2.3 Upon receiving a proposed housekeeping change, Education Council administrative support will notify the other relevant party of the proposed change:
- a) where the change is proposed by the Dean responsible for the Academic School, the Office of the Registrar will be notified; or
  - b) where the change is proposed by the Office of the Registrar, the Dean responsible for the Academic School will be notified.
- 2.4 Housekeeping changes are limited to:
- a) correction of typographical, grammatical, formatting, numbering, or layout errors;
  - b) correction of broken links or updates to website addresses;
  - c) updates to institutional terminology, office names, School names, department names, or position titles, where the change does not alter responsibility, authority, academic ownership, or curriculum content;
  - d) updates to course outline template formatting or standard institutional language, where the change does not alter the substance of the approved course outline;

- e) correction of clear administrative errors or inconsistencies, where the approved intent is evident from Education Council records; and
  - f) other clerical corrections that do not alter the meaning, academic requirements, or approved curriculum content of the course outline.
- 2.5 Changes to course outline content that is not housekeeping will follow Education Council's established proposal review and approval process.
- 2.6 If the notified party has no concerns, the proposing party will provide the updated course outline to Education Council administrative support.
- 2.7 Education Council administrative support will report the housekeeping change to Education Council for information at the next meeting and update the official course outline repository.
- 2.8 If concerns are identified by either party, or if Education Council determines that a proposed housekeeping change may affect the approved curriculum, academic requirements, student progression, transferability, articulation, external approval requirements, or the level, scope, or nature of the course, Education Council may require the change to be submitted through the regular review and approval process.

### **3. Course Outline Records and Publication**

- 3.1 Education Council's administrative support will maintain the official repository of approved course outlines. Approved course outlines will be made publicly available following approval.
- 3.2 Approved course outlines will be retained by Education Council permanently.

### **4. Course Syllabi**

- 4.1 Instructors will prepare a course syllabus for each course section they teach using institutional templates.
- 4.2 Course syllabi must include the approved course outline content and may not alter official course information, academic requirements, and any externally required information.
- 4.3 Course syllabi may provide section-specific details regarding evaluation timing, assignment design, grading rubrics, or instructional sequencing, provided such details remain consistent with the approved evaluation methods, weighting, and minimum assessment requirements established in the course outline.
- 4.4 Course syllabi include Course Delivery Information, applicable College policies, student supports, and other content identified in the *Course Syllabus Requirements College Standard*.
- 4.5 Timelines and responsibilities for syllabus development, review, approval, and delivery to students are defined in the *Course Syllabus Requirements College Standard*.
- 4.6 Academic Schools will maintain electronic copies of syllabi in accordance with institutional practices.

| <b>Definitions and Acronyms</b>                     |  |
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| <b>Course Delivery Information</b>                  | 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. |
| <b>Course Outline</b>                               | 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, and grading scale.   |
| <b>Course Syllabus</b>                              | 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.                                 |
| <b>Evaluation Methods</b>                           | 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.                            |
| <b>Instructor</b>                                   | Individual or team of individuals responsible for providing instruction, evaluations, and assigning the final grade in that course.  |
| <b>Student</b>                                      | Individual who is registered in a course approved by Education Council.  |
| <b>Supporting Information</b>                       |  |
| <b>Related Policies, Forms, Documents, Websites</b> | Faculty Association Collective Agreement<br>Education Council Course Outline Template  |
| <b>Acts and Regulations</b>                         | <a href="#">BC College and Institute Act s.24</a>  |