

Policy Information	
Policy No:	E-1.31
Approved by:	Education Council
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EDUCATION COUNCIL COURSE OUTLINE AND COURSE SYLLABUS POLICY

Policy Statement

The College of New Caledonia (CNC) provides students with course syllabi in the courses they are registered in during the first week of classes to inform them of their courses' expectations and learning objectives. This policy assists in creating consistency across the College for course outlines and syllabi and ensures that content requirement standards are met for determining transferability with other post-secondary institutions.

Purpose / Rationale

This policy is intended to assist instructors in the creation of course outlines and syllabi and to detail the procedures of collecting and archiving course syllabi by the College.

Scope / Limits

The policy applies to all courses approved by Education Council.

Principles/Guidelines

1. Purpose of a course outline:
 - a) To provide faculty with an Education Council approved course structure and required elements to ensure consistency between course sections.
 - b) To facilitate transfer credit agreements between institutions.
2. Purpose of a course syllabus:
 - a) Provide students with sufficient information to make informed enrolment decisions about a course and to plan the progress of their course work.
3. A **course outline** is stored by Education Council and must include the following information and cannot be altered without prior approval by Education Council:
 - a) course code, number and title;
 - b) course contact hours and number of credits;

- c) calendar course description, prerequisites, corequisites, any cross listed courses;
 - d) learning outcomes;
 - e) grading scale;
 - f) textbooks and/or course materials (if required by an external accrediting agency);
 - g) assessments and their relative weightings (if required by an external accrediting agency).
4. A **course syllabus** is stored by the specific School of studies and should include the following:
- a) all of the above course outline information;
 - b) instructor name(s), contact information and office hours;
 - c) detailed course content, including sequence of topics, tentative dates, labs etc.;
 - d) college or departmental policies related to student progress and academic integrity.
 - e) textbooks and/or course materials (if 3f does not apply);
 - f) assessments and their relative weightings (if 3g does not apply).
5. A course outline and syllabi should reflect principles of fairness, integrity and academic honesty.
6. Responsibilities of an instructor:
- a) Develop a course syllabus that is consistent with course elements approved by Education Council.
 - b) Make the course syllabus available to students in a timely manner, ideally on or before the first day of classes, but no later than the end of the first week of classes.
 - c) The instructor may make minor changes to the syllabus while the course is in progress as long as changes are in the interests of students, including students with documented accommodations, and do not undermine course learning objectives or external/accreditation requirements, and do not change other essential components of the course outline as stipulated above. The instructor must communicate these changes to students, circulate a revised copy of the syllabus, and submit the revised syllabus to

the Educational Administrator.

7. Responsibility of a student:

- a) Understand the information contained in the course syllabus or seek clarification from the instructor in a timely manner.

Definitions

Refer to the related procedure document for definitions relevant to this policy.

Legislative References

N/A

Links to Other Related Policies, Documents and Websites

Alignment of Credit to Courses E-1.42

Change of Enrollment Status E-1.14

Grade Appeal E-1.20

Grading and Evaluation of Student Performance E-1.22

Student Refund E-1.15

Transfer Credit and Advance Standing E-1.44

Policy Amendment Log

Amendment Number:	Date:
0	January 2001
1	April 2021
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