

## POLICY STATEMENT

Policy Name	<b>Course Outline and Syllabus Policy</b>		
Policy #	<b>C.26</b>	Category	<b>Academic</b>
Approving Jurisdiction	<b>Board of Governors</b>	Replaces	<b>2003-07-01</b>
Administrative Responsibility	<b>VP, Education &amp; Training</b>	Version	<b>2025-04-24</b>
		Next Review Date	<b>TBD</b>

See the related **PROCEDURES** ([Link to be added when posted.](#))

### PURPOSE

This policy describes the requirements for course outlines and syllabi and establishes the standards for their creation, approval, use, and maintenance at Aurora College.

The Course Outline is the College's official record of approved curriculum and information required for accreditation, program review, and course transfer credit.

The Course Syllabus is the College's official record of a single section delivery of the approved course curriculum and may be required for accreditation, program review, and course transfer credit.

### SCOPE AND LIMITS

The policy applies to all courses developed and offered by Aurora College and approved by the Academic Council.

Course outlines developed with partner institutions may have requirements in addition to those specified in this policy.

Courses offered by Aurora College that belong to another institution or organization may utilize different Course Outlines or may have additional requirements to those specified in this policy.

### POLICY STATEMENT

All courses must use the approved course outline template or syllabus template, except where otherwise indicated.

Aurora College must provide all students with an approved course syllabus and approved course outline for each course in which they are enrolled on or before the first class of the course delivery.

The Academic Council establishes procedures for submission of new and revised course outlines for its approval.

### **Guiding Principles**

1. Course outlines and syllabi together guide the student learning experience; support the program quality assurance/accreditation process; and facilitate academic pathways, including internal transfers and external articulations. They should provide students with an understanding of course scope, content, and expectations.
2. Course outlines and syllabi should support principles of equity, diversity, and inclusion and embrace different ways of knowing, being, and doing.
3. Course outlines and syllabi must be consistent with Aurora College policies.
4. Course outlines must adhere to principles of academic quality, quality assurance, and institutional standards.
5. New course outline development and course outline changes must be informed by Curriculum Committees and/or Program Advisory Committees.

### **Course Outlines**

1. Schools and programs are responsible for developing new courses and changing course outlines as required to fulfill program needs and to ensure continuous quality improvement.
2. Schools and programs will only create course outlines for courses that are directly related to the subject focus of the program where possible. Where a course within a program, either core or elective, better aligns with the subject focus of a different school or program, the course outlines should be submitted for approval by the school or program with which the course subject aligns.
3. Once Academic Council approves a course outline, the delivery of the course is under the authority of the program manager<sup>1</sup> of the school or program that submitted the course outline for approval. Programs that want to deliver a course that is under the authority of another school or program must receive approval from the program manager of the school or program that submitted the course outline for approval.

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<sup>1</sup> Program manager may be the Chair of a School, Program Head, or Senior Instructor of a program.

4. Schools and programs will develop new course outlines as required when the College establishes new programs, existing program needs evolve, or in response to agreed upon program changes resulting from program reviews.
5. Schools and programs will change and update course outlines as required to ensure programs continue to be current and relevant, as program needs evolve, or in response to agreed upon program changes resulting from program reviews.
6. New course outlines for all academic credit and non-credit courses that are part of post-secondary certificate, diploma and degree programs as well as programs that lead to a Record of Achievement, Record of Completion or Record of Accomplishment must be approved by the Academic Council. This includes course outlines that belong to another institution or organization and are requirements of approved articulation or partnership agreements.
7. Course outlines for non-credit courses in continuing education or adult literacy and essential skills courses do not require Academic Council approval unless the courses are also part of a program that must be approved by the Academic Council.
8. All major and minor course outline changes must be aligned with the credential, regulatory, and/or curriculum requirements of the program.
9. All major course outline changes must be approved by the Academic Council.
10. All minor course outline changes must be approved by the Registrar and appropriate vice president, and communicated to the Academic Council.
11. Submissions for approval of changes to course outlines must be submitted with related changes to the Program Outline.
12. Changes to existing course outlines must not affect any current course deliveries and must be implemented in a future term as identified on the course outline template as the effective date.
13. The Office of the Registrar is responsible for maintaining records of all approved course outlines.

### **Course Syllabi**

1. The course instructor will develop the course syllabus. The course syllabus must be reviewed and approved by the program manager responsible for the course outline.
2. The course syllabus must include the specific details outlined in the approved Course Syllabus template.

3. Changes to the course syllabus after the course has begun and after students have been provided with the course syllabus must not be made to the academic disadvantage of students and must be approved by the program manager (or designee) who approved the course syllabus. The updated and approved course syllabus must be provided to students as well as the divisional administrative assistant.
4. The division is responsible for maintaining records of all approved course syllabi.

## DEFINITIONS

**Course Outline:** The course outline is the College's official record of approved curriculum and information required for accreditation, program review, and course transfer credit.

**Course Syllabus:** The course syllabus is the College's official record of a single section delivery of the approved course curriculum and may be required for accreditation, program review, and course transfer credit.

**Curriculum:** The content comprising a course or program of study that leads to achievement of the learning outcomes.

**Diversity** represents the various identities, lived experiences, values, and perspectives of people that may include but are not limited to Indigeneity, race, ethnicity, ancestry, citizenship, gender identity or expression, sexual orientation, ability, language, religion, class, age, and/or socio-economic status.

**Equity:** Is both the approach of recognizing systemic inequalities that give privileged groups unearned advantages while withholding opportunities from those most marginalized, and the process which provides resources, accommodations, and systemic change to ensure everyone has access to the same opportunities.

**Inclusion:** An ongoing and deliberate act that fosters a culture where people feel safe and mutually respected. It is the process of intentionally creating space and opportunities for underrepresented and underserved groups to thrive by addressing inequalities in power and privilege.

**Learning Outcomes:** the measurable skill, abilities, knowledge, or values that students should be able to demonstrate.

**Major Course Outline Changes:** Changes that might affect the academic standards, quality and outcomes of the course or program. Also, changes that might affect the program design, academic schedule, and/or academic calendar. Major changes include changes to:

- course name/title<sup>2</sup>
- course pre-requisites and co-requisites
- course hours and course credits
- course description as contained in the Academic Calendar
- learning outcomes and objectives

**Minor Course Outline Changes:** Changes that are administrative or editorial in nature. Minor changes include:

- editorial changes (e.g. spelling, grammar, punctuation, formatting);
- administrative changes to course numbers. Note: does not include changes to course numbers that indicate a change in academic level of a course (e.g. 100 to 200 level) or a change in the academic unit responsible for a course (e.g. EDUC to BSN); and
- administrative changes to course outlines subsequent to approved changes to program outlines (e.g. course number, course name, hours, credits, pre-requisites, co-requisites, and program name).

## **RELATED POLICIES/PROCEDURES/DOCUMENTS**

- B.13 Program Creation Policy
- B.15 Establishment of New Courses Policy
- C.02 Course and Program Attendance Policy
- C.23 Assignment of Credit to Programs and Courses Policy
- C.25 Assessment and Grading of Courses Policy
- C.31 Academic Calendar Policy
- G.08 Program Review Policy
- G.15 Curriculum Committees Policy
- G.21 Program Suspension, Reinstatement, and Termination Policy

Course Outline Template

Course Syllabus Template

## **APPLICABLE LEGISLATION**

Aurora College Act RSNWT 1988, c A-7.

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<sup>2</sup> Some name changes are considered minor, for instance “Native” to “Aboriginal” to “Indigenous” – they reflect changing usage, but there might be no other changes to the outline.

## DOCUMENT HISTORY

Date	Update
1993-10-03	New policy C.26 Syllabus issued.
1996-04-19	Policy revised. Policy and Program Committee Motion PP#27-1996. Board of Governors Motion BG#54-1996. Implemented August 30, 1996.
2003-06	Policy revised. Policy and Program Committee Motion PP#70-2003. Board of Governors Motion BG#186-2003. Implemented July 1, 2003.
2025-04-24	Policy revised and renamed <i>Course Outline and Syllabus Policy</i> . Governance Committee Motion n/a Board of Governors Motion BG07-April-2025. Implemented April 24, 2025.