

C.26.1

Course Outline Procedure

Policy Name	Course Outline and Syllabus Policy		
Policy #	C.26	Category	Academic
Approving Jurisdiction	Academic Council	Replaces	New
Administrative Responsibility	VP, Education & Training	Version	2025-08-29
Procedures Approved by	President	Next Review Date	*See Policy Review Date or as needed*

See the related POLICY (Link to be added when posted.)

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.

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/title¹
- course pre-requisites and co-requisites
- course hours and course credits
- course description as contained in the Academic Calendar
- learning outcomes and objectives

¹ 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.

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).

PROCEDURES

This procedure establishes a consistent process for creating, revising, approving, posting, and archiving course outlines at Aurora College.

Academic Council approves 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. This includes course outlines that belong to another institution or organization and are requirements of approved articulation or partnership agreements.

Courses delivered through partner institutions may require the partner's course outline to be used as the document of record and may require the partner's approval, subject to the institutional partnership agreement.

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.

1. Roles And Responsibilities

Everyone involved in the creation or revision of course outlines is responsible for following approved procedures and timelines for submission of revised course outlines to meet program delivery needs.

1.1. Responsibilities of Instructor

- Create new course outlines and revise existing course outlines as and when requested by the Program Head or Chair;

- Provide an approved course outline to students during or before the first class of the course delivery.

1.2. Responsibilities of Program Head

- Ensure that instructors have current approved course outlines for each course delivery;
- Ensure course deliveries are consistent with current approved course outlines;
- Ensure that instructors provide students with an approved course outline during or before the first class of the course delivery;
- Ensure appropriate consultation takes place with instructors, Curriculum Committees, Program Advisory Committees, other Program Managers, other relevant College departments, the Office of the Registrar, and the appropriate vice president throughout the development or revision of course outlines;
- Determine if new course outlines are needed or if existing course outlines need revision (note: this may be in response to a request for a new or revised course outline);
- Create new course outlines and revise existing course outlines or assign development of new course outlines or revision of existing course outlines, as and when required to fulfill program needs and to ensure continuous quality improvement;
- Provide all new instructors with a copy of the Course Outline and Syllabus Policy, Course Outline Procedure, the Course Outline template(s), examples of course outlines based on the template, and Academic Council procedures for submission when assigning them to develop or revise course outlines.
- Ensure that new and revised course outlines utilize the approved Course Outline template; and
- Submit new and revised course outlines as and when required to the School Chair for presentation to Academic Council for approval following the required Academic Council procedures.

1.3. Responsibilities of School Chair

- Maintain the academic integrity of programs and ensure currency of course outlines;

- Ensure Program Heads have updated copies, where applicable, of the Course Outline and Syllabus Policy, Course Outline Procedure, Course Syllabus Procedure, the Course Outline and Course Syllabus templates, examples of course outlines based on the template, and Academic Council procedures for submission;
- Ensure the Program Heads follow all appropriate procedures for development or revision of course outlines;
- Forward new course outlines and course outlines with major changes to the Academic Council for review and approval (see Academic Council procedures for submission); and
- Ensure that Academic Council has approved all new course outlines and courses with major changes prior to course delivery.

1.4. Responsibilities of the Divisional Administrative Assistant

- Ensure course outlines are formatted appropriately on the approved templates upon request by the Program Head or School Chair; this includes creating the PDF and obtaining required electronic signatures;
- Maintain electronic records of draft and approved course outlines for each program; and
- Ensure that the approved file naming convention is followed when submitting course outlines to Academic Council and the Office of the Registrar.

1.5. Responsibilities of Registrar

- Process requests from current and former students for official and unofficial copies of course outlines from prior semesters/academic years;
- Provide other post-secondary institutions with course outlines for transfer credit purposes upon request;
- Submit course outlines to provincial or territorial transfer bodies for establishment of transfer agreements;
- Ensure appropriate access and security of digitally stored course outlines; and
- Maintain digitally stored records of all approved course outlines.

1.6. Where the positions identified above do not exist or are vacant:

- The responsibilities shall be considered those of the position immediately above the identified position (e.g. there is no Program Head, so the responsibilities become those of the School Chair).
- Responsibilities may be delegated as necessary by the appropriate Vice President, School Chair, or Registrar as required.

2. Creating and Revising Course Outlines

- 2.1. Course outlines must include course number, credit status, course name/title, prerequisites, co-requisites, the name of the school or program that is responsible for the course outline, course description, instructional hours, lab hours, grading system, learning outcomes/objectives, date approved by Academic Council, Academic Council motion number, and the effective date.
- 2.2. The Program Head determines if a new course is needed or if an existing course outline needs revision and assigns the work as noted above.
- 2.3. The Registrar assigns course numbers for new courses.
- 2.4. The Program Head or School Chair confirms with the Registrar and appropriate Vice President whether proposed changes to a course outline are minor or major.

3. Approval of Minor Changes to Course Outlines

- 3.1. The Program Head or School Chair confirms with the Registrar that the proposed changes are minor as defined in the Course Outline and Syllabus Policy.
- 3.2. The Program Head submits a clean electronic copy of the revised course outline and an electronic copy showing the changes to the course outline to the School Chair.
- 3.3. The School Chair recommends the minor changes to the course outline to the appropriate Vice President, with a copy to the Divisional Administrative Assistant.
- 3.4. After the Vice President approves the changes, the Divisional Administrative makes sure the file is named according to the file naming convention and forwards the revised course outline to the Registrar for their approval.
- 3.5. Once approved by the Vice President and the Registrar, the Registrar submits an electronic copy of the approved course outline to:

- Academic Council for information purposes;
- Program Head and School Chair;
- Communications for updating the Academic Calendar and the website;
- Provincial or territorial transfer bodies; and
- Ensures the outline is added to the digital files.

4. Approval of New Course Outlines and Major Course Outline Changes

- 4.1. The Academic Council governs procedures, requirements, and timelines for submission of new course outlines and major course outline changes.
- 4.2. The School Chair seeks Academic Council approval for new courses and major course outline changes at least 18 months prior to course delivery in order for the courses to be included in printed versions of the Academic Calendar. Exceptions require approval of the appropriate Vice President and Academic Council.
- 4.3. The Program Head submits a clean electronic copy of the new or revised course outline and an electronic copy showing the changes to the revised course outline to the School Chair.
- 4.4. The School Chair forwards the files to the appropriate vice president and Divisional Administrative Assistant.
- 4.5. After the Vice President approves the changes, the divisional administrative assistant makes sure the file is named according to the file naming convention and forwards the files to the Program Development and Review Committee of Academic Council for approval.
- 4.6. Following approval by the Academic Council, the Divisional Administrative Assistant forwards the final documents to the Registrar.
- 4.7. The Registrar submits an electronic copy of the approved course outline to:
 - Program Head and School Chair;
 - Communications for updating the Academic Calendar and the website;
 - Provincial or territorial transfer bodies; and
 - Ensures the outline is added to the digital files.

5. Naming Convention for Course Outlines

Use the following naming convention for naming electronic course outline files.

CourseSubject_CourseNumber_ApprovalDateYYMM.docx (or .pdf)

Example: MATH_1171_2405.doc (or .pdf or .docx)

It is important to follow this naming convention so that the archive of course outlines is easy to search.

6. Posting, Distributing, and Archiving Course Outlines

- 6.1. Instructors distribute the course outline electronically or in print to all registered students during or before the first class of the course delivery.
- 6.2. Instructors review the course outline with students during the first class, or at the earliest opportunity, and give students the opportunity to ask questions.
- 6.3. The Office of the Registrar keeps electronic copies of all approved course outlines on file for 10 years, after which time electronic files are deleted.
- 6.4. The College posts current course outline details on the College website.

RELATED POLICIES/PROCEDURES/DOCUMENTS

- B.13 Program Creation Policy
- B.15 Establishment of New Courses Policy
- C.02 Course and Program Attendance Policy
- C.26 Course Outline and Syllabus Policy
- C.31 Academic Calendar Policy
- G.08 Program Review Policy
- G.15 Curriculum Committees Policy
- G.21 Program Suspension, Reinstatement, and Termination Policy

C.26.2 Course Syllabus Procedure

Course Outline template

Course Syllabus template

APPLICABLE LEGISLATION

None