

C.26.2
Course Syllabus 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

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

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.

- 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 syllabi at Aurora College.

1. Roles And Responsibilities

1.1. Responsibilities of Instructor

- Create Course Syllabi that are consistent with current approved course outlines;
- Use the Aurora College approved course syllabus template(s);
- Ensure course syllabi are compliant with all policies and departmental practices;
- Submit course syllabi to Program Head for approval;
- Ensure changes to the course syllabus after the course has begun are not to the academic disadvantage of students;
- Ensure changes to an approved course syllabus are approved by the Program Head; and
- Provide an approved course syllabus to students during or before the first class of the course delivery.

1.2. Responsibilities of Program Head

- Review course syllabi to ensure that they are consistent with current approved course outlines and College policies;
- Approve and sign course syllabi before course deliveries begin;

- Provide all instructors with a copy of the Course Outline and Syllabus Policy, Course Syllabus Procedure, the course syllabus template(s), and examples of course syllabi based on the template;
- Set expectations for instructors regarding content, timelines, and procedures for submission and approval of course syllabi;
- Ensure digital copies of approved course syllabi are submitted to the Divisional Administrative Assistant; and
- Ensure that requests from instructors to change the course syllabus after the course has begun are not to the academic disadvantage of students.

1.3. Responsibilities of School Chairs

- Ensure that Program Heads are aware of procedures, timelines, and requirements for managing course syllabi in their programs; and
- Ensure that Divisional Administrative Assistants are maintaining digital records of all approved course syllabi.

1.4. Responsibilities of the Divisional Administrative Assistant

- Ensures course syllabi 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.
- Maintains digital records of all approved course syllabi using the approved naming convention.
- Collects all course syllabi for their school by the end of the second week of classes;
- Adds all course syllabi to the digital files.
- Respond to requests from the Office of the Registrar for current or past syllabi.

1.5. Responsibilities of the Office of the Registrar

- Process requests from students for course syllabi for prior semesters/academic years; and
- Provide other post-secondary institutions with course syllabi for transfer credit purposes upon request.

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 School Chair, so the responsibilities become those of the Vice President, Education and Training).
- Responsibilities may be delegated as necessary by the appropriate Vice President, School Chair, or Registrar as required.

2. Creating Course Syllabi

2.1. Course syllabus must include under *Course Section Information* the course number, term/year, credit/hours, course name, class location and time, course dates, mode of delivery, instructor name and credentials, email address, phone number, office location, office hours, and a welcome/ instructor message.

The *Detailed Course Information* section must include required resources, optional resources, technology requirements, Aurora College Moodle instructions, student supports, weekly course topics and schedule, assessment and evaluation, policies and expectations, program or course specific policies, and attendance.

2.2. The Instructor assigned to teach a given course develops the course syllabus on the approved template;

2.3. The Instructor ensures that all fields on the template are complete and does not modify the template;

2.4. The Program Head identifies the schedule and deadlines for Instructors to submit course syllabi for approval;

2.5. Course syllabi are submitted in electronic form; and

2.6. The Instructor submits the course syllabus to the Program Head for approval a minimum of ten (10) working days before the beginning of the course.

3. Revising Course Syllabi

3.1. A course syllabus must not be changed after one-third of the course has been completed;

3.2. After course delivery has begun, the Instructor must not change the details of the approved course syllabus to the academic disadvantage of the students;

- 3.3. The Instructor must not change the details of the course syllabus after the course syllabus has been approved without approval of the Program Head;
- 3.4. If the Program Head approves changes to the course syllabus after the course syllabus has been approved and after the course delivery has begun, the Instructor must provide students with an approved revised course syllabus; and
- 3.5. The instructor must send the approved revised course syllabus to the divisional administrative assistant so that records can be updated.
- 3.6. Aurora College reserves the right to change dates and/or deadlines etc. for any or all courses in the case of an extreme circumstance, such as an emergency or labour disruption.

4. Approval of Course Syllabi

- 4.1. The Program Head reviews course syllabi to ensure they are consistent with current approved course outlines and College policies;
- 4.2. If required, the Program Head requests that Instructors make revisions to course syllabi;
- 4.3. The Program Head returns the signed course syllabus to the instructor not less than five (5) working days before the beginning of the course delivery; and
- 4.4. The Program Head provides a signed course syllabus to the divisional administrative assistant.

5. Naming Convention for Course Syllabi

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

CourseSubject_CourseNumber_YearTerm_Section_InstructorLastName.doc (or .pdf or .docx)

Example: MATH_1171_2024FALL_002_Dumbledore.doc (or .pdf or .docx)

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

6. Posting, Distributing, and Archiving Course Syllabi

- 6.1. Instructors distribute the approved course syllabus electronically or in print to all registered students during or before the first class.
- 6.2. Instructors review the course syllabus with students during the first class, or at the earliest opportunity, and give students the opportunity to ask questions.
- 6.3. If a course syllabus is revised and approved after distribution to students, re-issue it to the class and resend it to the divisional administrative assistant.
- 6.4. The division keeps electronic copies of all course syllabi on file for 10 years, after which time electronic files are deleted.

RELATED POLICIES / PROCEDURES / DOCUMENTS

Policies

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

Procedures

- C.26.1 Course Outline Procedure
 - C.26.1a Course Outline template
 - C.26.2a Course Syllabus template

APPLICABLE LEGISLATION

None