



<b>Course Outline Policy</b>	
<b>Category:</b> Academic	<b>Approval Date:</b> June 24, 2022
<b>Policy Owner:</b> Academic Council	<b>Effective Date:</b> July 1, 2022
<b>Policy Administrator:</b> Academic Policy Committee	<b>Review Period:</b> 5 Years
<b>Recommended by:</b> Academic Council	
<b>Associated Documents</b> Course Outline Procedure	

## PURPOSE

The purpose of this policy is to establish standards and procedures associated with course outline content and the communication of course outlines to students.

## SCOPE

This policy applies to students as well as employees involved in the creation, approval, use, and maintenance of course outlines.

## POLICY

1. Red Deer Polytechnic is committed to providing students with course information to assist them in planning for academic success.
2. Course instructors or their designates, as determined by the Associate Dean, are responsible for preparing course outlines for credit courses, which detail the structure, curriculum, expectations, delivery, deadlines, and evaluation standards.
3. Associate Deans, or their designates, are responsible for setting deadlines for the submission of course outlines for review and approval.
4. Changes to the course outline shall not be made to the academic disadvantage of students.
5. Course outlines shall be created in harmony with other Red Deer Polytechnic policies. Changes to the course outline shall not create a conflict with another Polytechnic policy.

6. Course outlines contain standard elements. Additional elements may be required under School templates, transfer agreements, collaborative agreements, or an instructor's pedagogical requirements.
7. Credit students shall receive access to a course outline on the Learning Management System (e.g. Blackboard) by the first day of classes.
8. Instructors will review with students the course outline and course schedule on the first day of classes, or at the earliest opportunity. Students shall be given the opportunity to ask questions.
9. Students absent for the first class are responsible for reviewing the course outline and course schedule and contacting the instructor to discuss their questions or concerns.
10. Red Deer Polytechnic shall maintain a repository of past course outlines used to preserve historical records of delivered curricula.
11. Red Deer Polytechnic shall establish procedures for the creation, approval, use, and maintenance of course outlines under this policy.

## **DEFINITIONS**

**Curriculum:** The Course Learning Outcomes, learning activities, experiences, skills, content, and assessments and evaluations used in a course and maintained in a School's Curriculum Elements Sheets.