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| <b>Category:</b><br>Education | <b>Responsible Owner:</b><br>Academic Board       | <b>Effective Date:</b><br>September 2019     |
| <b>Policy Number:</b><br>2.3  | <b>Final Approval Body:</b><br>Board of Directors | <b>Policy Name:</b><br>Course Outline Policy |

**A. POLICY:**

This policy ensures that students and instructors are provided with clear guidelines and structure of what appears in a course outline. A secondary component is to provide a clear and detailed document to create more accessible transfer credit opportunities for Columbia College students. Course outlines may be reviewed by the Dean or VPA to ensure that they follow this format. All outlines within a subject area will be reviewed during the process of Program Review. The following components must appear on all course outlines:

1. Columbia College Watermark and course outline box in the template below
2. Term
3. Course No.
4. Course Credits
5. Instructor
6. Course Section No.
7. Total Hours
8. Total Weeks
9. Instructor Office Room No. and Campus
10. Instructor Email
11. Course Title
12. Class Room No.
13. Class Meeting Days/Times
14. Instructor Office Hours
15. Course Format
16. Course Prerequisites
17. Course Corequisites
18. Transferability
19. Course Description (as per Calendar and Web)
20. Required Texts, Readings and Learning Resources (may add Supplemental)
21. Course Learning Outcomes
22. Course Content/Schedule: Week, Topic(s), Reading Texts/Readings/Learning Resources by Week/Assessments/Description of Assessments and Learning Outcomes measured
23. Evaluation Criteria (changes to which can only be made by unanimous consent of class)
24. Classroom Code of Conduct
25. Cheating and Plagiarism Policy
26. College Policies (refers to calendar)
27. Grading System

The following sections are optional:

1. Additional Course Details (addendum to calendar description)
1. Indigenous Statement of Acknowledgement
2. Course Specific Policies

Additional sections may be added as the instructor sees fit, so long as they do not contradict College policies.

The following additional sections are to be included for Course Outlines for Articulation only (using the Course Outline Template for Articulation):

1. Course Level (First, second, Third or Fourth year)
2. New Course (yes or no)
3. Replacement Course (yes or no)
4. Former Course Code and Numbers (if applicable)
5. Other Pertinent Information Relevant to Transfer

**PURPOSE/COMMITMENT:**

To establish common rules and a common outline for courses across Columbia College so as to ensure all course outlines meet DQAB expectations and students are informed of all relevant components of their in-class experience.

**SCOPE:**

Academic Board  
Administration  
Instructors  
Students

**WHEN TO USE THE POLICY:**

This policy should be applied whenever creating or updating a course outline, using the Course Outline template(s).

**DEFINITIONS:**

Definitions for this document can be found in the related procedures document.

**Category:**

2.0 Education

**Procedures:**

Procedures have been broken out of this document and can be found in related document 2.3.2

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

Supporting Document: 2.3.1 Course Outline Procedure  
Course Outline Template  
Course Outline Template for Articulation

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

**REFERENCE TO BYLAWS or ARTICLES:**

**RELATED ACTS AND REGULATIONS:**

**RELATED POLICIES:**

**APPROVALS:**

|                           |              |
|---------------------------|--------------|
| <b>Responsible Owner:</b> | <b>Date:</b> |
|---------------------------|--------------|

|  |              |
|--|--------------|
| <b>Principal or Designate:</b>                     | <b>Date:</b> |
| <b>IF APPLICABLE:</b>                              |              |
| <b>Chair, Academic Board:</b>                      | <b>Date:</b> |
| <b>Chair, Marketing and Recruitment Committee:</b> | <b>Date:</b> |
| <b>Chair, Finance Committee:</b>                   |              |

**APPROVAL FOR ALL POLICIES**

|                                   |              |
|-----------------------------------|--------------|
| <b>Chair, Board of Directors:</b> | <b>Date:</b> |
|-----------------------------------|--------------|

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| <b>Proposed Review Date:</b><br>September 2024 | <b>Dates(s) revised:</b><br>September 2019 | <b>Replaces Policy Number:</b><br>2.3 |
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**Note:** The Policy Font is Calibri size 10.