

Policy Title:	Course Outline Policy
Policy Number:	2007
Sponsor:	Vice President Academic
Contact:	Director, Centre for Teaching Excellence
Approved by:	Academic Council
Date:	April 11, 2024
Next Review Date:	April 2027

1. Policy Statement

All courses offered at University of Niagara Falls Canada (UNF) will have a course outline that is comprehensive, consistent in format and accessible to students, faculty, staff, and other institutions.

2. Purpose

The primary purpose of the policy is to ensure that students receive accurate, clear and critical course information that is consistent across courses and programs to assist them in planning for academic success. The policy requires use of a standard course outline template to be used by all instructors and to be kept on record for approved access by students, faculty, staff members, external review bodies, and other institutions assessing courses for transfer credit or collaborative agreements.

3. Scope

Faculty members or instructors (henceforth referred to as instructors) will prepare a current course outline for each course taught using the format for the University of Niagara Falls Canada Course Outline. All sections of the course outline must be completed following the course outline template and posted such that it is available to all interested parties. The Standard Course Outline consists of 2 parts. Part 1 can only be changed with approval of Curriculum Committee and contains Title, Number, Calendar Description, Co and pre-requisites, Grading System, Learning Outcomes. Part 2 can be changed via delegated authority from the VPA to the Associate Dean and contains the Assessment Matrix and Descriptions, Readings and Resources, Unit Descriptions, schedule, etc.

Changes to the Standard Course Outline Template must be approved by Academic Council. Once a course has begun, students must be given reasonable and advanced notice of changes to the course outline.

Course outlines must be approved by the Chair of the appropriate program normally one week before the start of the term and be posted online by the instructors for student access at least 48 hours before the course start date. The University shall retain a copy of all course outlines as part of the university academic archive.

4. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Course Outline	A 2-part document containing the core requirements for each course including: Title, Number, Calendar Description, Co and pre-requisites, Grading System, Learning Outcomes, Assessment Matrix and Descriptions, Readings and Resources, Unit Descriptions, Schedule, and any other requirements for a course.

5. Responsibility

The VP Academic (VPA) is responsible for the overall management of the policy.

Instructors are responsible for completing the course outline accurately and completely and for clearly articulating the expectations and requirements for students in alignment with program learning goals, practices and policies of the university.

The Associate Dean is responsible for ensuring that each course offered has a current, approved course outline stored in the online learning platform.

Instructors submit the completed Course Outline to the appropriate Chair (as an electronic file) for approval at least one week prior the course start date. The outline must follow the approved Standard Course Outline template.

Instructors post the approved Course Outline in the designated online location at least 48 hours before to the course start date.

The Chair will forward the approved copies of the Course Outline to the Academic Coordinator who will load the outlines for each term into the learning platform to be kept as a permanent record.

Academic Council for approval of changes to the Standard Course Template.