

 University College of the North Policies & Procedures Manual	# Pages: 1 of 2	Policy Number: AC-03-03
	Approved by: Learning Council	
Section: Academic – Programs Title: Course Outlines	Effective Date: June 14, 2022	
	Replaces: February 26, 2019	

POLICY STATEMENT

University College of the North (UCN) will provide students with a course outline for all credit courses. A course outline is considered a contract between the student and UCN. All course outlines will utilize an approved template and will be archived in an institutional repository.

PURPOSE OF POLICY

This policy stipulates standards for preparing course outlines at UCN. In addition, the policy provides guidelines around ownership, accessibility, and institutional storage of course outlines.

INTELLECTUAL PROPERTY RIGHTS

Course outlines and their content are not considered to be the intellectual property of individual faculty members (Article 81.02 MGEU and UCN Collective Agreement).

PROCEDURES

1. Every course at UCN will have a course outline that is prepared using the approved template.
2. All course outlines must be approved by the applicable Dean or Associate Vice-President (or designate).
3. Students will have access to the approved course outline by the end of the first scheduled class.
4. Faculty will review the course outline with students.
5. To help to ensure the equitable treatment of all students and to help ensure consistency, program faculty should collegially review course outlines for different sections of the same course with particular attention to the comparability of reading lists, course content/topics, types, the number of assignments, and the weighting of evaluations contributing to the final grade.

6. The UCN Course Outline Template will include:
 - a) Institutional information:
 - UCN Traditional Territory Acknowledgment;
 - Hyperlink to academic policies;
 - Hyperlinks to student support services;
 - Information from time to time that is specific to the needs of UCN (e.g. safety guidelines re: COVID-19);
 - Voluntary withdrawal date.
 - b) Course details that **cannot** be altered by individual faculty (changes to the following items can only be made through Learning Council processes):
 - Course name, course code;
 - Course and credit hours;
 - Calendar description;
 - Prerequisites, co-requisites, course restrictions;
 - Learning outcomes;
 - Approved grade scale;
 - Supplemental exam availability (if applicable);
 - Recognition of Prior Learning (if applicable).
 - c) Information provided by faculty:
 - Faculty's name, telephone number, office number, email, and office hours;
 - Course description (for *Special Topics* courses, only);
 - Required and optional course materials;
 - Delivery method;
 - Evaluation of student learning (type of assignment, weighting for final grade)
 - Important dates (e.g. spring break, holidays, field trips);
 - General course expectations (e.g. acceptable device use, safety clothing, attendance expectations, classroom etiquette statement);
 - Course topics.
7. If, under extenuating circumstances, the course outline must be revised, students must provide a unanimous agreement for the change(s) and the change(s) must be approved by the applicable Dean or Associate Vice-President (or designate).
8. All course outlines will be stored in an approved institutional document repository, managed by Academic Development.
 - a) The applicable Dean or Associate Vice-President (or designate) will be responsible to ensure course outlines are added to the institutional repository in a timely manner;
 - b) Each Faculty is encouraged to establish an archive for its course outlines.

Related Documents:

Course Outline Repository – under development

Course Outline Template