

COURSE APPROVAL, COURSE REVISION, AND COURSE OUTLINE POLICY

Policy Name Course Approval, Course Revision, and Course Outline	Responsible Owner Vice-President, Academic and Research	Created 2023 November Date Effective 2024 July
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TABLE OF CONTENTS

- PURPOSE
- SCOPE
- DEFINITIONS
- POLICY STATEMENTS
- SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- RELATED ACTS AND REGULATIONS
- RELATED COLLECTIVE AGREEMENTS

PURPOSE

This policy outlines the standards and requirements for new course approval and course revisions and ensures that content requirement standards are met for determining transferability with other postsecondary institutions.

SCOPE

This policy applies to all courses leading to certificates, diplomas or degrees approved by NLC. The *College and Institute Act* (1996), sections 23-25, confers authority for the establishment of credentialed programs on the Board of Governors, subject to advice from the Education Council. The Education Council is required to set curriculum content for courses leading to certificates, diplomas or degrees.

DEFINITIONS

Assessments - include, but are not limited to, examinations, tests, papers, essays, projects, portfolios or participation used to evaluate student progress.

Consultation – a transparent, objective, documented process of ensuring that feedback from internal and external interested parties is deliberately sought and considered.

Course - a learning experience, with a series of learning activities, that have been designed for a registered group of students, with defined learning outcomes, active learning, and assessment and grading of learning that is clearly aligned with learning outcomes. A course can stand alone or be part of a program.

Course Outline - a formal document, as determined by Education Council and the College, that describes a course, its learning outcomes, other relevant course outline requirements, and policies.

Course Syllabus - a supplementary document to the formal course outline to provide specifics to learners on their course, course expectations, or instructor-controlled curriculum delivery.

Instructor - individual or team of individuals responsible for providing instruction and evaluation in a credit/regular studies course and assigning the final grade in that course.

Minor Course Changes - are non-governance changes and do not require submission to Education Council.

Major Course Changes – are governance changes and require submission to Education Council according to the College and Institute Act.

Program – a course of study that leads to a college credential.

Student – a person who has applied to or is registered in a course or program at NLC.

POLICY STATEMENTS or PRINCIPLES

Northern Lights College (NLC) follows established provincial legislation and NLC by-laws and procedures to approve program revisions and new programs that meet the strategic directions and standards of quality as determined by NLC and regulatory bodies.

1. NLC's **courses** support the College's vision and direction as described in its Strategic and Academic Plans.
2. NLC's **courses** meet standards of quality through rigorous program development, approval and review processes.
3. All new course proposals which apply to an NLC approved certificate, diploma, or degree are developed through a transparent and objective consultation process that is thoroughly documented.
4. A proposed new **course** must be approved by the Dean and by Education Council before it is entered into the Calendar or enrollment system. Normally, courses approved by

Education Council after calendar production will be deferred from implementation until the subsequent year.

5. Official **Course Outlines** are approved by Education Council when the course is created.
6. All courses leading to a certificate, diploma or degree are required to have a course outline and a course syllabus for every section. Course components such as lecture, seminar, lab, tutorial, and/or practicum need to be addressed in the course outline and syllabus.
7. The **Course Outline** serves as a contract outlining the agreement between the College and the **instructor** and the College and other academic institutions including external and accrediting agencies.
8. The **Course Outline** provides faculty with an Education Council approved course structure and the required elements to ensure consistency between course sections and to facilitate transfer credit agreements between institutions.
9. Course **Outlines** are stored by Education Council and cannot be altered without prior approval by Education Council. They must include the following information:
 - Course name
 - Course number
 - Course hours with breakdown per course component
 - Course credits
 - A three to five sentence academic calendar description
 - Course pre-requisites, co-requisites, cross-listing, or preclusions (if any)
 - Learning outcomes for each major component of the course
 - Transparent policies on grading and evaluation
 - Additional items as specified by the Dean as important to the program
 - Effective date and approval date
10. A **Course Syllabus** for each section is stored by the Registrar's Office and must include the following:
 - All of the above course outline information
 - Instructor name(s), contact information and office hours
 - Detailed course content, including sequence of topics, tentative dates, labs, etc.
 - Textbooks and/or course materials
 - Assessments and their relative weightings
 - College or departmental policies related to student progress, academic integrity, access and accommodations policies and processes, and other relevant topics

11. Course outlines and syllabi should reflect principles of fairness, integrity and academic honesty.
12. Courses are continuously reviewed and updated. Minor changes can be made at any time at the discretion of the instructor with the approval of the Chair; major changes must be submitted to the Education Council for review before they are implemented. All changes must be documented appropriately so that College records such as the calendar, the Student Record System, articulation agreements and course outlines are always up to date.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Course Approval, Course Revision, and Course Outline Procedures
- Education Council By-Laws
- Edco Curriculum Committee Terms of Reference

RELATED ACTS AND REGULATIONS

Approval and maintenance of programs and courses at NLC is guided by responsibilities defined within the *College and Institute Act* and by the BC Degree Quality Assessment Board (DQAB) Guidelines and Criteria.

RELATED COLLECTIVE AGREEMENTS

N/A