



OntarioLearn Policy

POLICY TYPE:	Academic
POLICY TITLE:	Course Outlines Policy
POLICY NO.:	ACAD-004
RESPONSIBILITY:	OntarioLearn Policy Committee
POLICY APPROVED BY:	OntarioLearn Board of Directors
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Introduction

Course outlines support the learning process by identifying course learning outcomes/ requirements, learning activities/resources, as well as the evaluation framework planned to assess student achievement in a course. They are a critical component of curriculum documentation at all partnering colleges and are used by registering colleges to assess course approvals.

Purpose

This policy provides the framework for the content requirements of course outlines and provides a mechanism to document how course outlines are to be made available to registering colleges and implemented in a course.

Definitions

Course outline: Refers to the documentation of a course’s purpose, learning outcomes, essential employability skills as well as its sequence of instruction, resources and evaluation criteria.

Host college: The College who owns/delivers the course.

Registering college: The College where the student is registered.

Policy statements

1. The course outline is a mandatory component within all courses offered through OntarioLearn and will be available to all registered students within the course learning management system.
2. The course outline is the property of the host college and should not be altered by member colleges.
3. Host colleges are governed by their “college-specific Course Outline policy” that typically dictates the format and content requirements.

4. Up-to-date course outlines will be accessible to all OntarioLearn member colleges no later than 2 weeks prior to the intake start.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Roles and responsibilities

It is the responsibility of the host college to ensure that up-to-date, accurate course outlines are available to registering colleges and registered students for each course that they host through OntarioLearn.

Non-compliance implications

Non-compliance may result in a registering college not offering the course. It would also negatively affect the learning environment for students. Course outlines are a mandatory course development item and the absence of a course outline in a course would result in a non-satisfactory course review result.

Related policies, procedures and directives

Course Outlines Procedure (ACAD-004.1)

Course-Standards Evaluation Policy and Procedure (ACAD-005 and ACAD-005.1)

Grading Policy and Procedure (ACAD-006 and ACAD-006.1)

Students with Disabilities Policy (ACAD-009)