Policy Name: Post Secondary Course Outline	Policy Number: 2.4.9	Category: Academic
Responsible Executive: Registrar	Approval Authority: Academic Council	Effective Date: February 10, 2022
Next Full Review Date: February 9, 2027	Revised: February 7, 2024	Replaces:

Purpose

This policy is to establish the purpose of post secondary course outlines and to identify content requirements for courses and programs at Coquitlam College (the College).

Scope

This policy applies to all post secondary instructors, staff, and students.

Policy Statements

1. A course outline is required for all post secondary courses which represents a statement of obligations and responsibilities for both instructors and students.
2. All course outlines will be published on the College website and accessible to the public.
3. The College governs the course outline template and content requirements.
4. Instructors must ensure that course outlines conform with the course outline template and comply with content requirements.
5. Instructors must ensure their course syllabi comply with the course outline content requirements.

Procedures

1. Course outline must include:
   a. Last Revised and Reviewed
   b. Course Information:
      - Course Title
      - Course Number
      - Course Credit
      - Total Weeks
      - Course Level
      - Department
      - Department Head
      - Former Course Code(s) and Number(s) (if applicable)
      - Prerequisites
      - Co-requisites (if applicable)
      - Precluded courses (if applicable)

    c.   Course Description

    d.   Learning Outcomes

    e.   Instruction and Grading:
- Instructional (Contact) Hours
- Grading System
- Evaluation Activities and Weighting

    f.   Texts and Resource Materials

    g.   Course Topics

    h.   Notes. This includes Coquitlam College policies and BC Transfer Guide link. Any additional course-specific conditions must be approved by the Department Head.

2. Course outlines will be reviewed once every two years by Department Heads or designate unless changes were identified in the program review or departmental.

3. All course outline changes will be made by the Department Heads or designate and must be provided to the Registrar.

4. Course Evaluations: All course evaluations must adhere to the following conditions:

    a.   The final grade must include a minimum of three invigilated assessments, one of which must be the final exam. The invigilated assessments may include exams, quizzes, or in-class essays. Group presentation and class participation are not considered invigilated assessments.

    b.   No single assessment will be weighted at more than 40% of the final course grade.

    c.   Multiple course sections must employ a common range in evaluation activities and weighting.

5. Instructors will be provided with the College course outline to develop their course syllabus.

Related Documents
2.1.2 Grading System and Academic Standing
2.2.1 Student Academic Responsibility
Appendix A: Course Outline Template