

TITLE: COURSE OUTLINE

POLICY STATEMENT:

Red Deer College (RDC) provides all credit students with a Course Outline that transparently and clearly details the expectations and requirements of the course.

PURPOSE:

This policy details the standards and procedures for the creation of a Course Outline to ensure that it: provides students with details of the course's structure, expectations, and deadlines to assist them in planning for academic success; provides the College with a permanent historical record of delivered curriculum; and provides detailed course information required for requesting and obtaining course transfer credit.

SCOPE:

This policy applies to students, faculty members, and staff involved in the creation, use, and maintenance of Course Outlines for credit courses at RDC.

PRINCIPLES:

1. All policies at RDC:
 - 1.1. Treat all persons fairly and respectfully.
 - 1.2. Are non-discriminatory and non-intrusive.
 - 1.3. Incorporate open, honest and timely communication.
 - 1.4. Are made in a timely manner.
 - 1.5. Provide appropriate confidentiality and privacy.
 - 1.6. Provide appropriate access to the College and education.
 - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
 - 1.8. Operate with clear written expectations for conduct and handling of complaints.
 - 1.9. Meet all regulatory standards.
 - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
 - 1.11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS:

Curriculum: refers to the Course Learning Outcomes, learning activities, experiences, skills, content, and assessments and evaluations used in a course and maintained in a School's Curriculum Elements Sheets.

GUIDELINES:

1. The Course Outline is created in harmony with Academic and Student Policies at RDC: <http://rdc.ab.ca/about/policies-publications/policies/policies>. Changes to the Course Outline cannot create a conflict with another RDC Policy.
2. No changes to the Course Outline are made to the academic disadvantage of students.
3. For each credit course, the course instructor, or designated instructor in the program, is responsible for preparing a Course Outline which details the structure, curriculum, delivery, and evaluation standards for the course. See the Course Outline Guidebook for Standard Elements normally included in a Course Outline. Additional elements may be required by School templates or collaborative agreements.
4. Optional Elements: Course Outlines may include numerous additional elements not discussed in this Policy. These elements may be required by Transfer Agreements, Partnership/Collaboration Agreements, School Templates, or an Instructor's pedagogical requirements. Please see the Course Outline Guidebook.
5. It is important that faculty present the Course Outline and Course Schedule in detail on the first day of classes and that students have the opportunity to clarify expectations. In an online course, this presentation and discussion may take alternate forms. Students are responsible for obtaining a copy of the Course Outline and Course Schedule and clarifying expectations if they are absent.

PROCEDURE:

1. Each School Council may designate a Course Outline Template for additional information required for a specific School or Program.
2. The Instructor of the course, or designated program faculty member, is responsible for creating a Course Outline in accordance with this policy.
3. The Instructor submits the Course Outline for approval following the School's procedure.
4. The Associate Dean or Designate reviews and approves all Course Outlines.
5. The holder of the School's files submits the approved Course Outline to the Office of the Registrar by the end of the first week of classes and publishes it to the online [database](#) of Course Outlines, sorted by term and course section, maintained by the Office of the Registrar.
6. The Instructor distributes the Course Outline electronically no later than the first day of class. The Proposed Course Schedule is also distributed no later than the first day of class.
7. Following presentation to students, in those circumstances where a change to the pedagogical elements of the Course Outline is needed, and providing that the changes do not bring the Course Outline into conflict with another RDC Policy, the instructor will consult with students in a manner that preserves their anonymity seeking consensus on the proposed change(s). Additional procedures related to Course Outline changes may be required within each School.

OFFICER RESPONSIBLE: Chair, Academic Council

POLICY CATEGORY: Academic Policy

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: School Councils, Students' Association

POLICY REVIEW DATE: July 2022

EFFECTIVE DATE: January 1, 2018

REVISION HISTORY: July 1, 1995 (Course Outline Policy)
(Course Outline Standard Practice)
January 1, 2003
July 1, 2010 Standard Practice rescinded/incorporated into
revised Course Outline policy
July 1, 2017
January 1, 2018

RELATED POLICIES:

- [Academic Calendar](#)
- [Academic Freedom](#)
- [Academic Schedule](#)
- [Academic Standing](#)
- [Admission of Students to Credit Programs](#)
- [Appeals: Formal](#)
- [Appeals: Informal Resolution](#)
- [Assessment and Grading](#)
- [Assignment of Academic and Billing Credits to Courses](#)
- [Course Add, Drop and Withdrawal](#)
- [Final Examinations](#)
- [Graduation, Certification and Completion](#)
- [Communication and Information Systems Acceptable Use](#)
- [Recognition of Prior Learning](#)
- [Student Misconduct: Academic and Non-Academic](#)
- [Student Rights and Responsibilities](#)
- [Timetable Development for Programs](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.