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| **Course Outline Policy** | | | |
| **Effective Date** | November 15, 2000 | **Policy Type** | Academic |
| **Responsibility** | Provost and Vice- President Academic | **Cross-Reference** | * Examination Policy * Grading Policy * Student Rights and Responsibilities Policy |
| **Approver** | Board of Governors | **Appendices** | 1. Approval Process 2. Submission Process 3. Course Outline Template |
| **Review Schedule** | 5 Years |

1. Policy Statement
   1. Northwestern Polytechnic (“NWP” or the “Polytechnic”) respects students’ rights to information and expectations regarding their learning activities. All course requirements and the criteria used in course evaluations must be explicitly stated in the Course Outline. Course outlines are deemed to be permanent record of academic activity at NWP and as such must match details presented in the NWP Academic Calendar for the academic year.
2. Background
   1. The standardization of Course Outlines is a priority for NWP. Students, faculty and staff must follow standardized practice to ensure clear and concise communication of expectations.
3. Policy Objective
   1. To ensure all faculty are aware of the expectations of the Course Outline.
   2. To ensure students know their rights and responsibilities within an NWP course.
4. Scope
   1. This policy applies to all NWP Course Outlines for credit courses.
5. Definitions
   1. “Academic Calendar” is the official publication that articulates graduation requirements for students admitted to NWP programs under a particular calendar year.
   2. “Business Days” are days on which the Polytechnic is open for service.
   3. “Course Outline” is a formal document that provides key details about an academic course regarding, but not limited to, course content, Learning Outcomes and grading for the purpose of providing course expectations to instructors, students, and other academic institutions.
   4. “Learning Outcomes” describe what a student must be able to demonstrate for successful completion of a course.
   5. “University Transfer Courses” are delivered by NWP and recognized for credit as listed in the Alberta Transfer Guide published annually by the Alberta Council on Admissions and Transfer (ACAT).
6. **Guiding Principles**
   1. Course Outlines are the property of NWP.
   2. Course Outlines must be approved as per the Approval Process in Appendix 1.
   3. Course Outlines must be submitted as per the Submission Process in Appendix 2.
   4. Electronic copies of Course Outlines will be available in the Department, the Registrar’s Office and on the NWP website.
   5. The Registrar’s Office will supply templates for the departments to use when creating Course Outlines. See Appendix 3 for the Course Outline Template.
   6. The standard format for all Course Outlines will provide a minimum of, but will not be restricted to, the following:
      1. Session details – updated to reflect the current academic year.
      2. Course number and title.
      3. Credit/contact hours as per Academic Calendar description – credit hours for the course and the student contact hours (lecture, seminar, lab/clinic, work experience, etc.).
      4. Instructor details – name and contact information (NWP telephone number, office location, office hours, and email address).
      5. Delivery mode(s) – For example, one or more of lecture, laboratory, clinical, seminar, practicum, work experience, synchronous, asynchronous, or on-campus, hybrid, etc.
      6. Prerequisite, corequisite and other course qualifiers (restrictions, etc.).
      7. Resource requirements – textbooks, required and optional, and other required course materials.
      8. Calendar description (as per NWP Academic Calendar).
      9. Additional costs – any other special required costs such as exam proctoring, field trips, or materials.
      10. Learning Outcomes
          1. The learning outcomes are achievable by the learner within the context of the course.
          2. They are measurable in terms of assessing the desired performance.
          3. They are relevant, clearly stated from the learner’s perspective, and concise.
          4. The learning activities and assignments are aligned with the learning outcomes and match those provided in the course outline/syllabus.
          5. The learning outcomes are in alignment with program outcomes.
      11. Timelines – identify a tentative schedule for major activities and evaluations, and indicate the consequence of noncompliance.
          1. The course timelines will show that the academic semester is being used to maximum instructional advantage.
      12. Detailed content description (i.e. chapters, sections, etc.).
      13. Evaluation – number and weighting of each evaluation tool used.
      14. Grading Criteria – instructors must communicate to students at the beginning of each course the detailed manner by which academic performance will be evaluated and final grades derived.
      15. Student Rights and Responsibilities, with link to the Polytechnic policy.
      16. Statement on Academic Misconduct, with link to the Student Rights and Responsibilities Policy.
      17. If the course is designated a University Transfer Course, the outline will refer to the ACAT Transfer Guide for information regarding transferability, with link to site. The Course Outline will not include specific transfer information or a listing of institutions that have a transfer agreement.
      18. All Course Outlines for University Transfer Courses must include the statement “Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions”.
7. **Roles and Responsibilities**

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| **Stakeholder** | * **Responsibilities** |
| Board of Governors | * Approve and formally support this policy. |
| Academic Council | * Review and formally support this policy. |
| Provost and Vice-President Academic | * Review and formally support this policy. |
| Curriculum Committee | * Recommendation to Academic Council for approval of new or modified Course Outlines. |
| Deans | * Review Course Outlines. |
| Registrar’s Office | * Receive, review, publish and store Course Outlines. * Provide Course Outline template. |
| Department Chair | * Review Course Outlines for submission. |
| Faculty | * Create Course Outlines in adherence to NWP Policy. * Deliver courses in alignment with the Course Outline. |

1. **Exceptions to the Policy**
   1. If a Course Outline requires changes to learning assessments, weighting of assessments, final grade allocation, and scheduling of classes during a semester in which the course is being delivered and providing the changes do not bring the Course Outline in conflict with another NWP policy, the instructor must seek approval from the Dean and the instructor is required to demonstrate 100% student written consent for the proposed change to take effect.
   2. All other exceptions to this policy will be at the discretion of the Provost and Vice- President Academic.
2. **Inquiries**
   1. Inquiries to this policy can be directed to the Registrar.
3. **Amendments (Revision History)**

10.1 Approved by Academic Council: October 14, 2010

10.2 Revised and Approved by Academic Council: February 12, 2015

10.3 Reviewed and Recommended by Academic Council: May 11, 2023

10.4 Approved by Board of Governors: June 1, 2023

Appendix 1 – Approval Process

1. New courses require formal review by the Academic Department and the signatures of the Chairperson and Deans for presentation to Curriculum Committee for review and recommendation to Academic Council approval.
2. Changes to:
   1. course number,
   2. course title,
   3. credit/contact hours,
   4. prerequisite and corequisites,
   5. calendar description,
   6. learning outcomes,

require formal review by the Academic Department and the signatures of the Chairperson and Deans for presentation to Curriculum Committee for review and recommendation to Academic Council for approval.

Appendix 2 – Submission Process

1. Instructors must submit their Course Outlines to their respective Chairperson 10 Business Days prior to the first day of class in the semester of which the course is being delivered. Chairpersons must submit their departments Course Outlines to the Registrar’s Office 5 Business Days prior to the first day of class.

Appendix 3 - Course Outline Template

# **DEPARTMENT Name**

**COURSE OUTLINE – Fall/Winter/Spring 202x**

**TTxxxx (xx):** **Name of the course – x (x-x-x) xx Hours for xx Weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTRUCTOR:** |  | **PHONE:** |  |
| **OFFICE:** |  | **E-MAIL:** |  |
| **OFFICE HOURS:** |  | | |

## **CALENDAR DESCRIPTION:**

## **PREREQUISITE(S)/COREQUISITE:**

## **REQUIRED TEXT/RESOURCE MATERIALS:**

## **DELIVERY MODE(S):**

**LEARNING OUTCOMES:**

**TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## **EVALUATIONS:**

## **GRADING CRITERIA (select the appropriate chart below based on the grading type for this specific course):**

## Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

**Grading Chart for courses with Alpha Grading:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Alpha Grade** | **4-point Equivalent** | **Percentage Guidelines** |  | **Alpha Grade** | **4-point Equivalent** | **Percentage Guidelines** |
| A+ | 4.0 | 95-100 |  | C+ | 2.3 | 67-69 |
| A | 4.0 | 85-94 |  | C | 2.0 | 63-66 |
| A- | 3.7 | 80-84 |  | C- | 1.7 | 60-62 |
| B+ | 3.3 | 77-79 |  | D+ | 1.3 | 55-59 |
| B | 3.0 | 73-76 |  | D | 1.0 | 50-54 |
| B- | 2.7 | 70-72 |  | F | 0.0 | 00-49 |

**OR Grading Chart for courses with Pass/Fail Grading:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Alpha Grade** | **4-Point  Equivalence** | **Percentage Conversion  (unless otherwise specified in the Course Outline)** | **Descriptor** |
| P | N/A | 50-100 | Pass |
| F | N/A | 0-49 | Fail |

**OR Grading Chart for course with Credit/No Credit Grading:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Alpha Grade** | **4-Point  Equivalence** | **Percentage Conversion  (unless otherwise specified in the Course Outline)** | **Descriptor** |
| CR | N/A | 50-100 | Credit |
| NC | N/A | 0-49 | No Credit |

**OR For courses with approved percentage grading, the below statement should be included:**

**Grades for this course will be assigned as a percentage.**

## **COURSE SCHEDULE/TENTATIVE TIMELINE:**

**STUDENT RESPONSIBILITIES:**

**STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

**Additional Information:**

Instructors may include additional information here. Delete this section if not required.