UNIVERSITY CANADA WEST

POLICY

Policy Title:	Course Syllabus Policy		
Policy No:	5012	Approval date:	May 14, 2014
Approval Body:	Academic Council		
Effective Date:	May 14, 2014	Review Date:	May 2016

Policy Statement

All courses offered at University Canada West (UCW) will have a course syllabus that is in keeping with the general course outline and is comprehensive, consistent in format and accessible to students, faculty, staff, and other institutions.

Purpose

The primary purpose of the policy is to ensure that students receive accurate, clear and critical course information that is consistent across courses and programs to assist them in planning for academic success. The policy requires use of a standard course syllabus template to be used by all instructors and to be kept on record for approved access by students, faculty, staff members, external review bodies, and other institutions assessing courses for transfer credit or collaborative agreements.

Scope

Faculty members or instructors (henceforth referred to as instructors) will prepare a current course syllabus for each course taught using the format for the University Canada West Course Syllabus. All sections of the course syllabus must be completed following the course syllabus template posted in MyUCW.

Once a course has begun, students must be given reasonable and advanced notice of changes to the course syllabi. The course syllabus must adhere to the approved General Course Outline (if applicable to the course).

Course syllabi must be approved by the Chair of the appropriate program normally one week before the start of the term and be posted online by the instructors for student access at least 48 hours before the course start date.

The University shall retain a copy of all course syllabi as part of the university academic archive.

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Course syllabus	A course syllabus outlines the content, course materials, learning objectives, assignments, schedule, performance requirements, grading and other requirements for a course.
General course outline	Defines the core requirements for each course that must be reflected in the course syllabus. The General Course Outline is the document used for transfer credit assessment with other institutions.

Related legislation

Related policies

Policy Number	Policy Title
5009	Program & Curriculum Development
6750	Records Management
5002	Turnitin

Responsibility

The VP Academic (VPA) is responsible for the overall management of the policy.

The Chair is responsible for approving the course syllabi making sure that the information provided is consistent, clearly communicated, and in accordance with the program learning goals, policies and practices of the university.

Instructors are responsible for completing course syllabi accurately and completely and for clearly articulating the expectations and requirements for students in alignment with program learning goals, practices and policies of the university.

Instructors are responsible for ensuring that the course syllabus and course materials are not open to viewing by students until the course syllabus and course site has been updated.

The Program Chair responsible for ensuring that each course offered has a current, approved course syllabus stored in the online learning platform.

Students are responsible for retaining a copy of the course syllabus for their personal use and potential requests for transfer credit.

PROCEDURES

Instructors submit the completed UCW Course Syllabus to the appropriate Chair (as an electronic file) for approval at least one week prior the course start date. The syllabus must follow the approved Course Syllabus template posted in MyUCW.

Instructors post the approved UCW Course Syllabus in the designated online location at least 48 hours before to the course start date.

The Chair will forward the approved copies of the UCW Course Syllabus to the Academic Coordinator who will load the syllabi for each term into the learning platform to be kept as a permanent record.