# COURSE OUTLINE POLICY

**NORTHWESTERN POLYTECHNIC**

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

## 1. Policy Statement

1.1. 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

2.1. 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

3.1. To ensure all faculty are aware of the expectations of the Course Outline.

3.2. To ensure students know their rights and responsibilities within an NWP course.

## 4. Scope

4.1. This policy applies to all NWP Course Outlines for credit courses.

## 5. Definitions

5.1. "Academic Calendar" is the official publication that articulates graduation requirements for students admitted to NWP programs under a particular calendar year.

5.2. "Business Days" are days on which the Polytechnic is open for service.

5.3. "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.

5.4. "Learning Outcomes" describe what a student must be able to demonstrate for successful completion of a course.

5.5. "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

6.1. Course Outlines are the property of NWP.

6.2. Course Outlines must be approved as per the Approval Process in Appendix 1.

6.3. Course Outlines must be submitted as per the Submission Process in Appendix 2.

6.4. Electronic copies of Course Outlines will be available in the Department, the Registrar's Office and on the NWP website.

6.5. The Registrar's Office will supply templates for the departments to use when creating Course Outlines. See Appendix 3 for the Course Outline Template.

6.6. The standard format for all Course Outlines will provide a minimum of, but will not be restricted to, the following:

6.6.1. Session details – updated to reflect the current academic year.

6.6.2. Course number and title.

6.6.3. 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.).

6.6.4. Instructor details – name and contact information (NWP telephone number, office location, office hours, and email address).

6.6.5. Delivery mode(s) – For example, one or more of lecture, laboratory, clinical, seminar, practicum, work experience, synchronous, asynchronous, or on-campus, hybrid, etc.

6.6.6. Prerequisite, corequisite and other course qualifiers (restrictions, etc.).

6.6.7. Resource requirements – textbooks, required and optional, and other required course materials.

6.6.8. Calendar description (as per NWP Academic Calendar).

6.6.9. Additional costs – any other special required costs such as exam proctoring, field trips, or materials.

6.6.10. Learning Outcomes

6.6.10.1. The learning outcomes are achievable by the learner within the context of the course.

6.6.10.2. They are measurable in terms of assessing the desired performance.

6.6.10.3. They are relevant, clearly stated from the learner's perspective, and concise.

6.6.10.4. The learning activities and assignments are aligned with the learning outcomes and match those provided in the course outline/syllabus.

6.6.10.5. The learning outcomes are in alignment with program outcomes.

6.6.11. Timelines – identify a tentative schedule for major activities and evaluations, and indicate the consequence of noncompliance.

6.6.11.1. The course timelines will show that the academic semester is being used to maximum instructional advantage.

6.6.12. Detailed content description (i.e. chapters, sections, etc.).

6.6.13. Evaluation – number and weighting of each evaluation tool used.

6.6.14. 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.

6.6.15. Student Rights and Responsibilities, with link to the Polytechnic policy.

6.6.16. Statement on Academic Misconduct, with link to the Student Rights and Responsibilities Policy.

6.6.17. 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.

6.6.18. 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".

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## 7. Roles and Responsibilities

| 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.<br>• Provide Course Outline template. |
| Department Chair | • Review Course Outlines for submission. |
| Faculty | • Create Course Outlines in adherence to NWP Policy.<br>• Deliver courses in alignment with the Course Outline. |

## 8. Exceptions to the Policy

8.1. 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.

8.2. All other exceptions to this policy will be at the discretion of the Provost and Vice-President Academic.

## 9. Inquiries

9.1. Inquiries to this policy can be directed to the Registrar.

## 10. 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

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# 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:

    2.1. course number,

    2.2. course title,

    2.3. credit/contact hours,

    2.4. prerequisite and corequisites,

    2.5. calendar description,

    2.6. 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.

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## 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(S):

REQUIRED MATERIALS:

Include for EC courses

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:
60 minutes or less - $16 USD
61-120 minutes - $25 USD
121 - 180 minutes - $31 USD

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DELIVERY MODE(S):

LEARNING OUTCOMES:

TRANSFERABILITY:

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

** For courses with alpha (letter) grading, a 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 institutions 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 |

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==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. The minimum passing grade is x%.==

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.

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**Additional Information:**

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

<mark>Include for EC courses</mark>

## USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile

account will be permanently deleted if the account has not been used after one year.

### Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their Privacy Policy.

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.