
Syllabus and Course Outline

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Executive Sponsor:	Chair of Education Council
Department Responsible:	Education
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Policy Statement

The course syllabus and accompanying course outline are a statement of educational intent and direction designed to provide BCIT students with information related to course content that is clear, concise, accurate and readily available.

Syllabuses serve as an agreement between faculty, on behalf of British Columbia Institute of Technology (BCIT), and students. As the official agreement between BCIT and students, syllabuses may not be changed after being approved. Where such exceptions are justified, program approval may be required prior to any change being implemented. Please refer to 5403 – PR 1 Course Outline Process

All BCIT courses must be accompanied by a standard BCIT-prescribed syllabus, and must follow course naming conventions. The approved course outline must be available to students prior to the commencement of the course.

All principles and procedures that apply to syllabuses also apply to course outlines, unless otherwise indicated.

Purpose of Policy

The purpose of this policy is to:

1. Define the role and purpose of syllabuses.
2. Establish a consistent process for developing and modifying syllabuses.
3. Identify the required elements of all BCIT syllabuses.
4. Establish a consistent process for archiving all syllabuses.
5. Establish a consistent, meaningful system of applying subject codes, numbers, and titles to BCIT courses.

Application of this Policy

This policy applies to all BCIT faculty and staff responsible for creating, revising, or archiving syllabuses and delivering courses.

Definitions

Course Outline: A Course Outline is a description of the essential details of its respective course such as course name, number of credits, duration, prerequisites and co-requisites, description, learning outcomes, and grading mode.

Course Delivery Information: Course Delivery Information is specific to each delivery instance of a course and includes elements essential for the delivery of the course. Course Delivery Information includes course reference number (CRN), start and end dates, faculty name and contact information, evaluation criteria, learning resources and course schedule with assignments as well as optional course specific information.

Syllabus: A Syllabus includes a Course Outline with Course Delivery Information essential for the delivery of the course as more fully described in Procedure 5403-PR1.

Related Documents and Legislation

Policy 5012 Assigning of Credits to Courses
Policy 5101 Student Regulations
Policy 5103 Student Evaluation
Policy 5201 Recording in the Classroom
Policy 5401 Program Development and Credentials
Policy 5402 Program Review
Policy 5601 Faculty Qualifications
Policy 5701 Academic Freedom

Scope

This policy applies to all courses delivered by BCIT.

Guiding Principles:

1. Syllabuses must be developed in alignment with program, school or institute aims and goals.
2. The ongoing high quality of BCIT's educational programs is based on BCIT courses being current and reflecting stakeholder needs.
3. Syllabuses must be maintained to represent changes arising from ongoing department and institutional processes such as Program Development and Change, Program Review, Curriculum Review, Curriculum Committee and Program Advisory Committee (PAC).
4. Course delivery modes, teaching, and evaluation methodologies should be consistent with and complementary to the learning outcomes, and be informed by the BCIT Learning and Teaching Framework.
5. Course delivery must be consistent with the content of the Course Outline.
6. Syllabuses must conform to all applicable Education Policies (5000 series).

Policy Statements:

1. Syllabus and Course Outline Development and Change

Syllabuses and Course Outlines must be developed, changed, and approved according to procedures 5403-PR1 and 5403-PR2.

2. Syllabus and Course Outline Elements

Syllabuses and Course Outlines must be developed with the required elements described in procedure 5403-PR1.

3. Syllabus Archival

The Syllabus must be archived and be indefinitely and readily available for inspection after the end date of the offering (CRN) (see 5403-PR1).

4. Course Subject Code, Number, and Title

The course name must consist of three components: subject code, course number, and title, in accordance with Procedure 5403-PR2.

Procedures Associated With This Policy

Procedure 5403-PR1, Syllabus and Course Outline Development, Change, and Archiving.
Procedure 5403-PR2, Course Names.

Amendment History

Policy 5004 was retired in 2011; policy 5403 is one of a series of policies created to replace it.

		<u>Approval Date</u>	<u>Status</u>
Created:	Policy 5403 version 1	2011 May 12	Replaced
Revised:(name changed)	Policy 5403 version 2	2021 Dec 07	In Force

Scheduled Review Date

2026 Dec 07