Procedure Name	COURSE OUTLINE		*New*
Procedure Number	**AP 1.3**	Approval Date	January 29, 2025
Parent Policy	AP 1.0 Program Framework		
Procedure Authority	Director, Teaching and Learning		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Course outline development, revision, and management for credit courses preserves integrity and manages student expectations. Medicine Hat College (MHC) is committed to providing students with course information to assist them in planning for academic success.

2. GENERAL

2.1 Each credit course has a course outline that is consistent with the calendar course description.

2.2 Course outlines contain standard elements found in the course outline manager template. Additional elements may be required such as, transfer agreements, collaborative agreements, or an instructor's pedagogical requirements.

2.3 Students will be given a course outline at the beginning of each course.

2.4 Changes to the course outline must not be made to the disadvantage of students. Written notice to students is required for changes involving due dates and the weighting and distribution of marks.

2.5 A repository of past course outlines will be retained by the Registrar's Office according to the MHC Retention and Disposition Schedule.

3. RESPONSIBILITIES

3.1 The Vice-President, Academic and Provost is responsible for establishing review responsibilities, and deadlines for the submission of course outlines.

3.2 Faculty are responsible for preparing course outlines for credit courses.

3.3 Faculty are responsible for placing course outlines on the learning management system, reviewing them with students on the first day of classes or at the earliest opportunity, and giving students the opportunity to ask questions.

ORIGINAL COPY SIGNED

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Nancy Brown
Vice-President, Academic and Provost
Date: January 29, 2025

Additional Information	Location
Course Outline Manager Template	MHC Website Online Services and Portals
MHC Retention and Disposition Schedule	MHC Website and RIM SharePoint
Learning Management System Requirements	Vice-President, Academic and Provost's Office