A. Background and Definitions

Niagara College recognizes the importance of clear expectations as a framework for a positive learning experience. We further recognize that our students have the right to course information at the beginning of each course, to provide information that would help a student or prospective student to choose an appropriate course or that would help a receiving institution assess the course content and rigor for prior learning assessment and recognition and for awarding transfer credit.

**Course Outline:** a standard course-specific document that is shared among all faculty members teaching a specific course during a specific term. A Course Outline includes course name, number, short description, and evaluation. It also identifies course pre-requisites and other general information. A Course Outline is approved by an Associate Dean or Academic Administrator.

**Teaching & Learning Plan:** Additional information provided to convey the professor’s expectations and course plan for a specific section of a course to students.

B. Purpose

The practice will provide a standard method of communicating course information and changes to students enrolled in credit courses at the College.

C. Practice Statements

1. A Course Outline for available courses, by term, is to be maintained on-line on the College web site.

2. Teaching and Learning plans will be available to registered students on the learning management system (Blackboard) at the start of the course.

3. The College reserves the right to change a Course Outline during the term, if necessary. Such changes require the approval of the academic administrator responsible for the course, and all students will be advised via their College email account or via a Blackboard notice of such changes.

4. Instructors may adjust the Teaching and Learning plan based on changing circumstances as the course progresses to maintain a positive learning environment and to provide support for students in meeting the learning objectives. Faculty shall communicate such
changes to all class members through Blackboard and discuss them in class as appropriate.

5. The learning management system (Blackboard) is to remain linked to the current official course outline.

D. Related Documents and Links

Niagara College Course Development Guide