Procedure Title:	Course Outlines
Procedure ID:	OP 2-224A
Manual Classification:	Academic Affairs
Linked to Policy:	2-224 Course Curriculum Quality Assurance
Approved by Senior Management Team (SMT):	December 17, 2025
Effective Date:	December 19, 2025
Next Review Date:	December 2028
Contact for Procedure Interpretation:	Executive Vice President, Academic Experience

1.0 – Purpose

The purpose of this procedure is to establish the required components of a Course Outline and describe the development, review, and approval process.

2.0 – Definitions and Acronyms

Academic Semester: Refers to the duration of academic delivery. The Fall Semester runs from September to December. The Winter Semester runs from January to April. The Spring/Summer Semester runs from May to August. The exact start and end dates of a semester vary.

Academic Year: The period from September 1 to August 31 inclusive.

Course: A distinct and discrete teaching and learning framework, defined through course learning outcomes, and approved using a course outline.

Course Code: The unique alphanumeric identifier assigned to each course offered at Fleming College.

Course Outline: An approved document outlining the course learning outcomes, title, course code, description, credits, hours, evaluation methodology and associated grading allocation, pre-requisites, co-requisites, and required resources and any associated fees for courses offered at Fleming College.

Course Learning Outcomes (CLO): Statements that represent the culminating demonstrations of learning and achievement at the end of a course. CLO's describe what students are expected to know, understand or apply, as a result of the learning experiences provided in the course.

Curriculum: The plan for learning that is coordinated and articulated in a manner designed to result in student achievement of course learning outcomes. Curriculum encompasses the content, learning materials, delivery, and course resources, as well as the context and processes for evaluating the attainment of learning outcomes.

Faculty Course Outline Approver: The faculty member who submits a course outline on behalf of the course team, as appropriate, for approval by Chair/Dean.

Program of Instruction: A group of related courses leading to a credential awarded by the College.

3.0 – Guiding Principles

Every course at Fleming College has a detailed course outline which supports the learning process by identifying course learning requirements, learning activities, and learning materials as well as the evaluation framework to assess student achievement.

4.0 – Scope

This procedure applies to all course outlines created and maintained by the College.

5.0 – Operating Procedure

5.1 – Course Outline Information

All course outlines at Fleming College are developed, approved, and stored electronically on the "Course Outline System" available through Evolve.

Course outlines will be implemented in a consistent manner by all faculty members teaching the course for that academic semester.

The college-wide course outline template is divided into two parts, with an annual and a semester component.

Course outlines are binding on both students and faculty for the specified period (annual or semester) once approved.

Course outlines will identify if a course is available for Prior Learning Assessment and Recognition (PLAR). PLAR applicants are required to follow the Prior Learning Assessment and Recognition OP 2-210C.

Course outlines are retained and stored in the College's information management system.

5.2 – Course Outline Approval

After the course outline is submitted for approval, the program coordinator will review the information and approve or provide recommendations for modifications as appropriate.

After the program coordinator has approved the course outline, the school Chair/Dean will approve or request modifications as appropriate.

5.3 – Course Outline Access

At the beginning of each semester, faculty will provide students with access to the approved course outline for each course from the Course Outline System using the established Learning Management System (LMS).

Course faculty will review the course outline with their students in their first class.

Students are encouraged to retain copies of course outlines for future use in applications for transfer credit to other educational institutions.

Copies of current and historical course outlines will be available by request from the Registrar's Office. A fee may be charged for copies of these documents.

5.4 – Annual review of Course Outlines

Developing, reviewing and revising course outlines are collaborative processes between course faculty and the program coordinator following program review (cyclical or annual) and curriculum mapping.

Revisions to course outlines may be informed by action items from the program improvement plan. Changes to course learning outcomes or curriculum must follow OP2-224B Course and Curriculum Development and Revision.

Revisions to course outlines occur at varying times throughout the academic year, depending on the component to be modified:
- Annual components of the course outline must be reviewed and submitted for approval on or before May 31st of each year, and revisions must be completed on or before June 30th.
- Semester components of the course outline must be reviewed and submitted prior to the semester of delivery.

Under extraordinary circumstances, course outlines are subject to change within a semester. Written documentation detailing the proposed changes will be documented on the College-approved addendum template and submitted to the school Chair/Dean for approval.

In such a case, faculty will notify all students enrolled in the course. Changes must be communicated to students in the following ways to ensure that there is a record of notification:
- Verbal notification of changes at the next scheduled class
- A course-wide email with details of all changes/modifications
- A notification on the Learning Management System with details of all changes/modifications.

5.5 – Roles and Responsibilities

It is the responsibility of the school Chair/Dean to approve the final copy of and any proposed changes to the course outline, and to review course outlines as described in this operating procedure.

It is the responsibility of the faculty to comply with the expectations of course outline development, review, revision and/or proposed changes in delivery, and in the communication of the course outline to students.

It is the responsibility of the faculty course outline approver to collaborate with the program team and program coordinator to revise and submit the course outline within the prescribed timelines.

It is the responsibility of the student to be familiar with the contents of the course outline for every course in which they enroll, and to ask for clarification from faculty as necessary.

6.0 – Related Documents

- College Quality Assurance Audit Process (CQAAP) Standards of Quality
- Prior Learning Assessment and Recognition OP 2-210C
- OP2-224B Course and Curriculum Development

7.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
December 17, 2025	Senior Management Team	NEW