
Graduate Course Outlines Policy

Effective Date

September 26, 2001

Purpose

The purpose of this policy is to ensure that accurate and up-dated outlines are available to current and prospective students, other institutions, and to the general public.

Definitions

Course outlines (also known as syllabi) are summary statements of the main themes and study areas of the course.

Course descriptions are brief outlines of the content. Course descriptions are the legal description of the course published in the Athabasca University Calendar.

Policy

All Athabasca University graduate courses will have a course outline that is readily available to current and prospective students, other institutions, and the general public.

Graduate course outlines will be maintained and distributed by the graduate centres.

Regulation

N/A

Procedure

1. The content of course outlines must 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 awarding transfer credit.
2. Each graduate program centre will be responsible for archiving past versions of course outlines.



3. Each course outline will include the statement: The University reserves the right to amend course outlines from time to time without notice.
4. Distribution: Students, and others, may request a course outline through the appropriate Graduate Centre.
5. The academic responsible for the course is responsible for submitting new and amended course outlines.
6. Graduate course outlines will be maintained, distributed and archived by the Graduate Centres.
7. Current course outlines will be kept in an electronic format containing:
 - the course number and title
 - number of credits
 - area of study
 - pre-requisites
 - overview of the course
 - course objectives
 - outline (names of units or modules)
 - list of textbooks and other course materials and format
 - special course features beyond general program requirements
 -]effective date
 - alternate formats for course materials for students with disabilities
 - penalties for late submissions, if any.
8. A yearly confirmation of course outlines will be undertaken by ea.

Approved By

Graduate Studies Board
Academic Council



Amended Date/Motion No.

Athabasca University Academic Council, September 26, 2001, Motion # 165-10

Related References, Policies and Procedures

[AU Records Management Policy](#)

Applicable Legislation/Regulation

N/A

Responsible Position/Department

Office of the Vice-President, Academic