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## Course Outlines and Course Names

Policy No.:	5403
Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
Current Approved Date:	2011 Nov 22

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### Policy Statement

All BCIT courses must be accompanied by a standard, BCIT-prescribed course outline, and follow course naming conventions.

The course outline is a statement of educational intent and direction, providing BCIT students with clear, concise, accurate and readily available information related to course content and administration.

The course name is a unique classification given to each BCIT course. The name consists of a subject code, course number and title.

### Purpose of Policy

The purpose of this policy is to:

1. Identify essential elements of all course outlines at BCIT.
2. Establish a consistent, meaningful system of naming BCIT courses.
3. Provide guidance in outlining and naming courses.
4. Establish the roles and duties of those BCIT employees responsible for describing and naming courses.

### Application of this Policy

This policy applies to BCIT employees responsible for creating new courses and/or programs, associate deans and the Registrar.

### Related Documents and Legislation

None.

### Scope

This policy applies to all BCIT courses.

### Duties and Responsibilities

The instructor or the program area is responsible for creating and amending the course outline.

The program head / chief instructor and the associate dean are responsible for reviewing each course outline in their program responsibility area.

The Registrar is responsible for subject codes and course numbers.

The Library is responsible for retaining course outlines.

## Course Outlines

### Required Elements of the Course Outline

1. Course name, program name, and the BCIT School offering the course.
2. Number of credits.
3. Term, course start and end dates, and number of weeks.
4. Total course hours including weekly delivery type allocation (e.g. lecture / lab breakdown).
5. Prerequisites and co-requisites, using course names where applicable.
6. Instructor name, office number and relevant contact information: telephone number, email address and office hours.
7. Course description, in narrative form, providing an overview of the essential course elements.
8. Learning outcomes indicating expected student knowledge, skills and attitudes.
9. Evaluation criteria — learning outcome based evaluations specifying:
  - a description of the evaluation criteria including type(s)/method(s)
  - the weighting applied to each evaluation
  - the minimum pass standard
10. Required and supplemental learning resources.
11. Verification statement, signed by the authoring instructor, relevant program head or chief instructor and the associate dean or dean, verifying that the course outline is current and that it complies with BCIT policy.
12. A formal disclaimer.

### Retention of Course Outlines

Course outlines shall be retained and be readily available for inspections for a period of twenty-five (25) years from the time the course is offered.

## Course Names

The course name shall consist of three components: a 4-character subject code, a 4-digit course number and a title.

## Procedures Associated With This Policy

Procedure 5403-PR1, Course Outlines.  
Procedure 5403-PR2, Course Names.

## Forms Associated With This Policy

Course outline software (myBCIT portal and Banner system).

## Amendment History

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

1. Created                      2011 Nov 22

## Scheduled Review Date

2016 Nov 1