

Approval Authority: President's Office

Last Approved: December 15, 2021

Administrative Responsibility: Office of the Registrar

Next Review: 2024-2025

POLICY

Course outlines approved by Education Council are saved as master files in the academic office.

The course outline serves as a framework for the development of the instructor's course syllabus.

All NVIT courses delivered either on-campus or in-community require a syllabus that outlines the expectations of the course. Once developed, the course syllabus requires the signature of the Department Head or Program Coordinator before the ADD/DROP date of the course and being distributed to students. The relevant Dean signs the syllabus if the course is being delivered by the Department Head or Program Coordinator. If the program is without a Department Head or Program Coordinator, the relevant Dean must sign the syllabus.

Once the syllabus is signed, both an electronic copy and hard copy is filed in the academic office.

PROCEDURE

- The Instructor develops syllabus in preparation for course delivery based on the master file course outline provided by NVIT.
- Instructor or Departmental Assistant seeks signature from either Department Head or Program Coordinator or relevant Dean.
- Once the syllabus is signed, the Departmental Assistant files a hard copy in the designated cabinet and scans a copy to be filed electronically in the appropriate folder.
- The Instructor distributes a signed copy of the syllabus to students.
- Although students may request a copy of a course syllabus from the academic office, an instructor's syllabus may not be shared with others for the purposes of course development without written permission from the faculty member who created the syllabus on file.

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