



Policy on Academic Standards - Policy: A08 - 2

Revised/Reviewed: July 1, 2017 – VP Academic Office

I. Purpose

The purpose of this policy is to provide the basis for establishing academic standards at the College, ensuring consistency and transparency. The College relies on two major tools to maintain and communicate academic standards: (a) the Academic Calendar, and (b) College course outlines.

II. Scope

This policy pertains to all College credit activity.

III. Definitions

i. Academic Calendar

Referred to as the “Calendar”, the annual Academic Calendar is College’s major publication, and is the official and comprehensive guide to all programs, courses, services, and academic policies at the College. It includes admission procedures and deadlines, awards, academic regulations, programs of study, academic standards, graduation requirements, major deadlines, and general College policies and codes for both regular and part-time students. The Calendar also serves as the official record of many procedures.

ii. Course Outlines

Course outlines, or syllabi, are an integral part of course design, summarizing course design plans and serve as a learning management tool or contract with students regarding the course described. A course outline constitutes the expectations between a faculty member and a student as to the content and performance requirements of the course. It is a critical vehicle for communicating and reinforcing College and program policies.

A learning-centred course outline is an important learning tool to reinforce the intentions, roles, attitudes, and strategies instructors will use to promote active, purposeful, effective learning. Learner-centred course outlines include the following elements:

- a. define student responsibilities;
- b. define instructor role(s) and responsibilities to students;
- c. provide a clear statement of intended goals and student outcomes;
- d. establish standards and procedures for evaluation;
- e. acquaint students with course logistics;
- f. establish a pattern of communication between instructor and students;
- g. reference academic integrity, accommodations, and student appeals policies.

IV. Policy

i. Academic Calendar

The Calendar will be published annually by the Registrar, following approval by the Vice-President Academic. The online Calendar is the official Calendar.

ii. Course Outlines

All course outlines must be approved by the Dean, and archived according to College procedures.

The content should be sufficient to meet reasonable standards for assessment of transfer credit by other educational institutions, accrediting bodies, or by employers. To achieve this, all College course outlines bearing credits must include the following minimum elements:

- a. Course name and number
- b. Academic term and year for which the course outline is prepared.
- c. Faculty member information, including contact information and hours of availability.
- d. Program information, course prerequisites and co-requisites, and the credit value of course.
- e. Required learning materials, including textbooks and other necessary supplies.
- f. Course description, as per the Calendar, and course rationale.
- g. Expected learning outcomes with supporting elements of performance.
- h. Delivery and instructional methods including course hours apportioned to lecture/lab/seminar/field placement or other learning experiences associated with the course.
- i. Outline of course topics and content, a schedule of classes and other learning activities, and notification of other course events such as required seminars, labs, field trips, and other related activities.
- j. Method of student evaluation and evaluation scale, including whether supplemental privileges are allowed.
- k. Submission dates for major evaluation components including examinations.
- l. A statement of expectations including specific procedures and penalties for class attendance, tardiness, and absences from examinations and missed deadlines for assignments where appropriate.
- m. A checklist of the Essential and Employability Skills emphasized in the course.

V. Policy Authority

The Vice President Academic is responsible for the overall management of the policy.

The Registrar is accountable for the annual production of the Calendar, and managing academic archives.

The Dean is accountable for approving course outlines prior to distribution to students. Deans may delegate responsibility for approving course outlines to program chairs.

Questions regarding interpretation of this policy should be directed to:

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1430 Victoria Ave. East
Brandon, MB R7A 2A9
Phone: 204.725.8700 / 800.862.6307
Email: VPAcademic@assiniboine.net

VI. Appeals

Students may appeal a decision made using this policy by following the steps outlined in Policy A01 - Academic and Disciplinary Appeals.

VII. Policy History

Policy Change Date	Details
Approved: June 27, 2016	Replaces Policy A08 Student Evaluation and Progression, effective July 1, 2017.

VIII. Related Policies

Academic and Disciplinary Appeals (A01)
Student Conduct, Behaviour and Discipline (A02)
Academic Accommodations (A03)
Academic Responsibilities (A08-1)
Evaluation of Student Learning (A08-3)
Grades (A08-4)
Student Academic Standing and Progression (A08-5)
Graduation (A08-6)
Student Honesty and Integrity (A25)

July 15/16
Date



President