

AC512: Curriculum

Policy Title:	Curriculum
Policy Number:	AC512
Owner:	Sr. Vice President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2025
Reference:	
Links to Other Policy:	

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Course Outline – A document that describes the curriculum of one course that is part of a larger Program of Study and includes: Course Information, Course Description, Course Learning Outcomes, Relationship to Vocational/Program Learning Outcomes, Essential Employability Skills, Course Learning Modules, Assessment Plan, and relevant academic policies.

Program Learning Outcomes- The curricular content on each course outline contributes to the larger goal of meeting **Program Learning Outcomes, or PLOs** (sometimes called *Vocational Learning Outcomes*, or *VLOs*). These are the knowledge, skills, and attitudes that students will demonstrate upon completion of their program requirements.

Course Learning Outcomes- Curriculum on the course outline starts with the **Course Learning Outcomes (CLOs)** which are statements of the knowledge, skills and attitudes students will be able to demonstrate at the end of a given learning activity, module, or course. Courses are sequenced deliberately throughout the program to scaffold learning throughout a program of study.

Learning Plan – An addendum to the SLC-approved Course Outline, that provides further detail to the Course Outline, including: identifying the instructional modality of the course offering; any required learning materials and their cost; alignment of specific assessment strategies with the broad assessment types identified in the Course Outline; and the alignment of approved modules/units of study from the Course Outline to a specific Delivery Schedule for the semester/weeks the course is offered. Learning plans are developed by the educator assigned to teach the course section, using the SLC-approved Learning Plan template and approved (signed) by the Dean/Associate Dean.

Purpose:

This policy serves as a guideline to ensure a consistent approach to providing students with course information for credit courses at St. Lawrence College.

Scope:

Applicable to all courses attached to a Program of Study.

POLICY STATEMENTS

St. Lawrence College recognizes that clear expectations support a positive learning experience and that students need this course information at the beginning of each course. There are two key course information documents: the Course Outline and the Learning Plan.

1. Course Outlines

- A Course Outline serves the following purposes:
 1. It is an agreement for learning between the student and the College, and therefore helps students know what to expect to learn and demonstrate in their course.
 2. It forms the essential structure and elements of a course that are only changed as part of a cyclical Program Review and Renewal process facilitated by the Quality Assurance department.
 3. It informs the Learning Plan that faculty will create (see next section).
 4. It supplies a range of information about how the course fits into the larger Program of Study. For example, it includes the course code that the college has assigned to the course. It may contain information about pre-requisite courses or about how the course will support students in

meeting the Program Learning Outcomes or Vocational Learning Outcomes, if applicable.

Note: Not all Course Outline templates at St. Lawrence are the same. They can vary according to type of credential or the purpose of a course.

- Course outlines are developed and/or renewed in consultation with the Quality Assurance unit team members. Generally speaking, course outlines are updated as part of the Ministry-mandated cyclical Program Review and Renewal process (every 5-7 years).
- Course outlines are approved by the Associate Dean.
- At the beginning of each course, St. Lawrence College students are provided with a current, approved course outline posted to the learning management system (LMS) by the faculty member teaching the course.
- The course outline is consistent for each offering of that course across the College.

2. Learning Plans (LP)

- Course outlines are supported by Learning Plans, which are developed each time a course is delivered. Faculty are supported, as needed, by the School for Contemporary Teaching and Learning (SCTL) in the development of the learning plan.
- Learning plans are submitted to the applicable Associate Dean for approval following established dates provided by the School Office in advance of each semester. LPs cannot change after being signed unless approved and re-signed by the Associate Dean.
- The Learning Plan Template is reviewed and updated each academic year to meet new Ministry requirements or to address evolving quality assurance standards and/or academic policies. Faculty are responsible for ensuring they are using the most updated template when creating their learning plan.
- At the beginning of each course, St. Lawrence College students are provided with a current, approved Learning Plan posted to the learning management system (LMS) by the faculty member teaching the course.
- Learning plans must align with the course outline and should offer an equivalent learner experience for all offerings of the same course in each semester. It is the

expectation that, where possible, faculty assigned to teach the same course will work together to ensure consistency of their learning plans.

- In unusual situations where changes need to be made to the learning plan during the semester, the changes must be approved by the Associate Dean and all faculty teaching the course and then provided in writing to all students registered in the courses.

3. General

- Course outlines and learning plans are the property of St. Lawrence College and are stored electronically in a college repository.
- As outlined in the LMS Administrative Standard policy, all faculty must post the approved and signed course outline and learning plan to the learning management system within the first week of class.
- The Quality Assurance unit provides updated resources for developing course outlines and learning plans as well as updated templates for faculty to access.

MONITORING

Senior Vice-President, Academic and Student Success

NEXT POLICY REVISION DATE

September 2030