Policy Number: 111
Policy Title: Common Course Outline
Policy Council Review Date(s): 10-18-11, AAPC 3/18/2014
PPAB Approval Date: 2/20/12

**POLICY:**

Every academic course at Georgia Perimeter College must have an official common course outline to which faculty must adhere.

**PROCEDURE:**

Each course curriculum committee will develop or revise common course outlines for courses in its area. All new courses must have the common course outline approved by the Faculty Senate. Any changes necessitating a catalog change, including changes to items I through V on the outline below, require approval by the Faculty Senate. Any changes to items I – IV require approval by the Faculty Senate. Catalog descriptions, item V, may be changed with curriculum committee/discipline and dean approval with each new edition of the College Catalog. Items VI – X may be changed as needed with curriculum committee/discipline and dean approval.

Common course outlines should include the following information:

I. Course Abbreviation;
II. Credit Hours;
III. Course Title;
IV. Prerequisites and Co-requisites;
V. Catalog Description;
VI. Expected Educational Results;
VII. General Education Outcomes;
VIII. Course Content;
IX. Assessment of Expected Educational Results;
   a. Course grade
   b. Department assessment
   c. Use of assessment findings
X. Date the common course outline was submitted or updated.

The common course outline offers only a schematic description of the course content and assessment material. The topic sequence and specifics of the course grade are left to the discretion of the campus department and/or the individual instructor unless otherwise noted by the course curriculum committee.

The course curriculum committee will review and update all common course outlines as necessary.
Approved by CAB 4/25/01
Approved by PPAB 2/20/12