



Academic Policy

Policy Title:	Course Review
Policy Number:	AC-1010
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Review Cycle:	Biennially
Date Last Reviewed:	09/08/2023
Office Responsible:	Academic Deans
Reviewing Committee:	Academic Council
Related Policies:	Program Review
Related Laws:	NA

Policy Summary:

It is the policy of Jackson College (JC) to review all academic courses on a recurring basis, following the same 5-year cycle as program/discipline review, to ensure the academic integrity, course currency, transferability, accessibility, and relevance.

Scope: This policy applies to all credit bearing courses offered at JC. Lab and embedded clinical components are incorporated within the appropriate course review.

Policy Statement:

Course reviews have the following primary objectives:

- **Course Quality:** The curriculum design is clear, and appropriate and achieves its learning outcomes; is an engaging learning experience for students; the assessment system is clearly linked to course outcomes; the assessment data is used to improve student learning and student success at the desired level as evidenced by course success rates.
- **Course Relevance:** Stakeholders confirm that the course is meeting expectations.
- **Course Contribution:** That the course contributes appropriately to the certificate(s) or degree(s) that include the course in the program of study; for courses that are designated as serving a GEO, ensure that the course contributes to student achievement of that GEO as evidenced by assessment data which is reported annually via the relevant reporting process.



The criteria by which a course will be reviewed include:

- the achievement of undifferentiated outcomes by students
- the currency of texts and other assigned materials
- the course transferability to other institutions if applicable
- effectiveness of course delivery methodology
- Absence of bias (evidence of inclusiveness)
- Course success rate below 70% or above 90% prompt a further review

[illegible]