

C.40 Retention of Course Materials

Academic Matters

Nunavut Arctic College

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POLICY

Nunavut Arctic College requires that a course file be established and maintained for all courses.

PRINCIPLES

1. Nunavut Arctic College believes that retaining program and course materials will lead to greater consistency, continuity and quality instruction in program and course delivery.
2. Availability of course material is useful when conducting program and course reviews.
3. Availability of course material will provide information required for Transfer / Articulation Agreements

PROCEDURE

1. The program manager shall retain and secure a course file [see Appendix C.40].
2. The program manager shall clearly communicate College expectations regarding retention of course material to staff.
3. Where a standardized examination is used all copies of student responses shall be retained in the course file for a period of one semester and then shredded.

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APPENDIX C.40

COURSE FILE COMPONENT:

1. Copy of the course outline
2. Copy of the course syllabus
3. Additional resources used – textbooks; workbooks; handouts; etc.
4. Copy of lesson plans used
5. Completed student feedback questionnaires
6. Copy of all assignments and exams
7. Final report including course completion form, highlights, and course recommendations
8. A class list with course grades
9. Course evaluation

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NUNAVUT ARCTIC COLLEGE
Final Course Report

PROGRAM: _____
Form Submitted by: _____ **Date:** _____

COURSE #: _____ **COURSE NAME:** _____
Number of Participants Registered: _____
Number of Participants completing course: _____
Number of Participants withdrawn/dismissed from course: _____

Course content/delivery description

Evaluation Data:

Successful Aspects of the course:

Recommendations: