

Policy for Course Content and Presentation

The U3A exists with the overall aim of promoting the physical, intellectual and social well-being of its members. Any course offered by the U3A must therefore abide by this aim.

The Course Coordinator

All courses must be approved by the course coordinator. The course coordinator has the authority invested by the committee of management to approve or disallow a proposed course or tutor or to cancel a course that has already begun.

The Course

In order to gain approval to run, a proposed course must meet the following criteria:

1. A written course description must be submitted by the tutor.
2. The course must not contain material nor be presented in a manner which is deemed by the course coordinator to be offensive to any members, whether in that class or the broader membership.
3. Any course content material presented as factual must be supportable by evidence from reputed sources.
4. The course must meet safety standards as set out in the U3A Knox safety policy.
5. The course must comply with privacy standards as set out in the U3A Knox privacy policy.
6. The course must comply with the laws, regulations and policies of any relevant governing body.
7. The course must not involve any pecuniary interest of the tutor.
8. The course must comply with the U3A Knox Code of Conduct and Policies and Procedures Manual, both in content and presentation.
9. The course description should set out the duration and recurrence of individual lessons.
10. The course description may indicate a limit on class sizes where appropriate.
11. Courses such as languages or cycling which are graded by ability and experience may include a requirement for prerequisite testing by tutor. Apart from this a tutor may not override current enrolment policy to select students.

The Tutor

It is the tutor's role to develop and present courses, using input from any available resources including students' suggestions, that they consider to be of value. In doing this they must adhere to the guidelines of this policy statement and the U3A Knox Code of Conduct statement.

Students

Students may make suggestions, but they are not authorised to demand any particular course content or presentation.

Disputes

In the case of a dispute against the course coordinator's decision, an appeal may be lodged with the committee of management. This should take the form of a letter to the secretary who will take it to the committee. The committee will make a decision to uphold or deny the decision of the course coordinator.