



**Senate**

Policy Name	Course Outline Policy
Policy Number	CAPP 2014-04
Origin	Committee on Academic Policy and Planning (CAPP)
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Responsibility for Revision	Committee on Academic Policy and Planning
Responsibility for Implementation	Deans

**Policy:**

Students must be given a course outline at the first meeting of the course. Before the first day of classes for the semester, faculty must submit an electronic version of their course outline to their Chair, Director, or Coordinator and the relevant Dean.

If a faculty member wishes to change a course outline after the start of classes, this can only be done with reasonable notice to the class. After the deadline to register/add a course, changes to the timing, number, and weighting of assignments and examinations need the approval of the Dean.

It is the responsibility of the Chair, Director, or Coordinator to ensure that course outlines are consistent with this policy, as well as with department policy. Chairs must review course outlines the first time a course is taught by an instructor.

The course outline must include:

- Syllabus: General description of the course, a clear statement of course expectations, topics covered, reading list, and other references.
- Methods of evaluation: A description of methods used to evaluate student learning, including due dates for tests and assignments.
- Statement regarding faculty availability in person and/or online, including office hours and contact information.

- Statement that students requesting special consideration as a result of a conflict with a deadline for an assignment or an examination must do so in advance of the relevant deadline.
- Statement for students with disabilities: "Students who have a disability and who require academic accommodations must register with Accessibility Services as early as possible in order to receive accommodations." <http://www.msvu.ca/accessibilityservices>.
- Statement on accommodation of religious observance: "Requests for accommodation of specific religious or spiritual observance must be presented in writing to the instructor within the first two weeks of class."
- Statement on plagiarism and cheating: "University regulations on plagiarism and cheating and other academic offenses will be strictly enforced. These regulations including applicable procedures and penalties are detailed in the University Calendar and are posted on department notice boards and on the website at [www.msvu.ca](http://www.msvu.ca) on the Current Students page under Academic Offenses."
- Statement on correct use of language: "Correct use of language is one of the criteria included in the evaluation of all written assignments."
- Statement on penalties, where applicable: details on policy and penalties for missed tests, late assignments, enrolling without prerequisites, etc.
- Statement on teaching and learning technologies, where applicable: Course requirements for the use of information technologies such as Moodle.
- Regular attendance is expected of students at all classes. Specific course requirements for class attendance and participation should be described.
- The following statement must be on all relevant course syllabi: "Students who conduct research involving human participants must have their research reviewed in accordance with the MSVU Policies and Procedures for *Ethics Review of Research Involving Humans* before starting the research. Check with your course professor or Chair of the department about proper procedure."

In addition:

- No tests or examinations worth more than 20% of the course grade shall be held in the last two weeks of classes in the Fall/Winter semesters.
- All on-campus classes should be held in the room assigned by the Registrar's Office. The Registrar's Office needs to be notified of any alternate arrangements.
- Care should be taken to indicate to students if passing the course requires more than the accumulation of a particular letter grade. For example, a passing grade may be required in both semesters in a full unit course, all assignments must have been passed in.
- All students, including those in labs and pass/fail courses, must receive written feedback from instructors before the deadline for withdrawing without academic penalty. This requirement does not apply to practica, co-ops and internships.

**Procedures:**

- When submitting course outlines to the relevant Dean, course outlines for the Faculties of Arts & Science and Professional Studies should be sent to [deanoff@msvu.ca](mailto:deanoff@msvu.ca). Course outlines for the Faculty of Education should be sent to [Education@msvu.ca](mailto:Education@msvu.ca).

**Guidelines:**

- Sample course outlines and templates are available on the Teaching and Learning Centre web page.