



Course Syllabus Policy

Category: Academic – Students, Teaching, Faculty

Approval: Senate

Approval Date: December 2006; revised October 15, 2024

Responsibility: Office of the Provost & VP Academic

Definitions

'Syllabus' (plural 'syllabi') in this policy means a requisite document that provides information about a course that meets the requirements of the University.

Scope

This policy applies to all courses offered by the University.

Policy Statement

All courses offered by the University shall have a syllabus approved by the academic unit responsible for the course (i.e., department, program, school).

Course instructors are responsible for the preparation of and adherence to a syllabus in accordance with University regulations, policies and guidelines.

Course instructors are responsible for the submission of syllabi for their assigned courses to their Chair by deadlines in accordance with University regulations, policies and guidelines.

Chairs are responsible for the review and approval of syllabi in accordance with University regulations, policies and guidelines.

Deans are responsible for ensuring syllabi are compliant with University regulations, policies and guidelines.

Approved course syllabi will be archived in the Course Syllabus Catalogue.

Syllabi shall include the following information:

- course title
- year offered
- campus location
- course instructor name and contact information
- academic unit name and contact information

- course delivery format and meeting times
- course description and learning outcomes
- schedule of topics and activities
- course readings, texts and other materials including costs
- assessments, examinations and evaluation (grading) scheme
- course fees, if any
- course guidelines.

Syllabi shall include relevant University policy statements as required by Senate (e.g., Academic Integrity, Access to Instruction; Sharing and Distribution of Course Content; Student Absenteeism, Missed Tests and Examinations).

Academic Regulations and Review of Syllabus with Students

Each course has a syllabus which includes the method of assessment and the grading scheme. In some cases, an instructor may judge that certain regulations are inappropriate for a particular course, and may be granted a formal exemption by the Dean. Exemptions from relevant regulations, policies and guidelines may be approved by the Dean. Any such exemptions will be noted in the approved course syllabus.

The instructor reviews the syllabus with the students at the first class in the course. The instructor may not change the grading scheme without the consent of all students attending the class. A vote may be held in the class following the announcement. For online asynchronous courses, a vote may be held online over a reasonable period after ensuring that advance notice has been given. Any changes must be reported to the department/program and the dean. Changes to the grading scheme that are to the benefit of all students in the course do not require student agreement.

Related Regulations, Policies & Guidelines

- Academic Calendar – Undergraduate
- Academic Calendar - Graduate
- Course Syllabus Guidelines (Deans Offices)
- Undergraduate Academic Integrity Policy
- Graduate Academic Integrity Policy

Policies Superseded by This Policy

None