



## Senate

Policy Name	Course Outline Policy
Policy Number	CAPP 2014-04
Origin	Committee on Academic Policy and Planning (CAPP)
Authority	Senate
Date of Original Approval	2011-03-28
Supersedes	NA
Senate Approval Dates	2026-03-27; 2016-09-30; 2014-11-28
Effective from	Summer Session I 2026
Review/Retirement Date	March 2031
Responsibility for Revision	Committee on Academic Policy and Planning
Responsibility for Implementation	Deans and University Librarian

### **Purpose:**

The purpose of the Course Outline Policy is to ensure that course information, administration processes, learning outcomes, expectations, resources, and other requirements are communicated for each course offering.

### **Scope:**

The policy applies to all university courses.

### **Definitions:**

Academic Program Administrator: A department Chair, Director, or Coordinator

### **Policy:**

All courses are required to have a course outline. Instructors are responsible for the development and distribution of course outlines in accordance with this policy.

Academic program administrators or their delegates are responsible for evaluating course outlines in order to ensure they are compliant with this policy, the Final Examinations Policy, and departmental/program policies. Academic program administrators or their delegates must review course outlines and confirm compliance with this policy before each course offering.

Course outlines must comply with the following requirements:

- No tests or examinations totaling more than 20% of the course grade shall be held in the last two weeks of classes in the Fall/Winter terms.

- Tests and midterms will be scheduled during class time. Where exceptional circumstances require scheduling a test or midterm outside of class, instructors must indicate the time on the course outline and accommodate students who have MSVU courses scheduled at that time.
- Classes will be held at the time, for the duration, and via the delivery mode indicated in the timetable.
- On-campus classes will be held in the room assigned by the Registrar's Office. Instructors are to contact the Registrar's Office to request an alternate room assignment if required.
- Instructors must provide written feedback before the deadline for withdrawing without academic penalty. This requirement does not apply to practica, co-ops, work experiences, and internships.
- Course outlines must have instructor's MSVU email provided for communication.

The course outline must include the following:

- Course description, including a clear statement of course expectations and learning outcomes, a reading list, and a course schedule including topics and dates;
- Course delivery mode, aligned with the timetable and with institutional definitions;
- Methods used to evaluate student learning, including the due date of each piece of assessment and its value towards the final grade, and any other requirements for passing the course (e.g., passing grade in the associated lab or in both terms of a 1.0-unit course);
- Instructor availability in person and/or online, including office hours and contact information;
- Identification of any penalties for missed or late assignments, tests, and/or midterms;
- Course requirements pertaining to the use of institutionally supported educational technologies (e.g., Moodle, Blackboard Collaborate, and Microsoft Teams);
- Course requirements for class attendance and participation;
- Statement pertaining to the use of Generative Artificial Intelligence in the course, including guidelines for use, disclosure requirements, restrictions, and/or potential repercussions of misuse.

The course outline must also include the following statements:

- Statement for students with disabilities: "Students who are Deaf, Neurodivergent and/or have a disability and who require academic accommodations must register with Accessibility Services as early as possible in order to receive accommodations."
- 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 offences will be strictly enforced. These regulations including applicable procedures and penalties are detailed in the University Academic Calendars and are posted on the MSVU website."
- 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 scheduling conflicts: "Students must request special consideration as a result of a conflict with a deadline for an assignment, test, midterm, and/or an examination in advance of the relevant deadline. Students should make the request to their instructors and

in the case of Fall and Winter final examinations (including take home exams) must also contact the Registrar's Office."

Where appropriate, the course outline must also include the following statement:

- Statement of research ethics/approval: "Students who conduct research involving human participants, their data, and/or animals must have their research reviewed and cleared in accordance with the MSVU Research Office Policies and Procedures prior to the commencement of research. Check with your instructor or academic program administrator about proper procedure.

Instructors may consider adding the following:

- Land acknowledgement: Inclusion or adaptation of the MSVU land acknowledgement found on the MSVU website;
- Equity statement: Description of the course's engagement with equity, diversity, inclusion, accessibility, and/or decolonization;
- Communication guidelines: Description of the course expectations regarding communication, engagement, collaboration, etiquette, or other interpersonal student-to-student or instructor-student activities.

#### **Procedures:**

- Full-time faculty must submit an electronic version of their course outlines to the academic program administrator and the relevant Dean or University Librarian two weeks before the first day of classes. Part-time faculty must submit their outlines one week before the first day of class. Course outlines submitted to the Dean or University Librarian should be sent to the corresponding email address:
  - Faculties of Arts & Science and Professional Studies – dean.office@msvu.ca
  - Faculty of Education – education@msvu.ca
  - Library – library@msvu.ca
- Instructors must provide students with a copy of the course outline on or before the first meeting of the course. Course outlines should be uploaded to course sites on the Learning Management System (e.g. Moodle).
- Instructors wishing to change a course outline after the start of classes, can do so before the deadline to register/add a course with reasonable notice to students and in compliance with this policy. After the deadline to register/add a course, changes to the timing, number and weighting of assignments, quizzes, tests, midterms, and/or final examinations must be approved by the Dean or University Librarian. If a course outline is changed, the revised version must be sent to the academic program administrator and relevant Dean/Librarian for record keeping purposes. (Note: This does not pertain to changes made in response to a university closure or to extensions granted by instructors.)
- The Deans/University Librarian will keep a record of all course outlines.

#### **Guidelines:**

- The Teaching and Learning Centre intranet site contains information and resources for developing course outlines, including a course outline template, guiding questions, sample language, and more. The Teaching and Learning Centre staff are available for individual consultation on course outline development.

**Related Policies:**

Instructors should review the following related policies found in the Calendar and/or [Policy Central](#):

- Academic Accommodations for Students with Disabilities
- Academic Appeals Policy
- Accommodation of Students' Religious and Spiritual Observances
- Cross-Listed Course Policy
- Cross-listed (Graduate) Course Policy
- Final Examinations
- Evaluation and Grading
- Independent Study and Directed Study Courses
- Research Ethics Compliance
- Research Ethics Policy for Research Involving Human Participants
- Responsible Conduct of Research

Instructors should review the relevant information on the [Registrar's Office](#) website, including:

- Important Dates
- Final Exams
- Forms (an A-Z list of all Registrar's Office forms)
- Refund/Withdrawal Policies

Instructors should review the relevant information on the [Office of Student Experience](#) website:

- A-Z listing

Instructors should review relevant information on the [Research Office](#) website including:

- Responsible Conduct of Research
- Research Ethics – Humans
- Research Ethics – Animals

**What follows is the list of URLs for links included above**

- Policy Central: <https://www2.msvu.ca/DocumentCentral/Pages/Senate-Policies.aspx>
- Registrar's Office: <https://www.msvu.ca/campus-life/registrars-office/>
- Research Office: <https://www.msvu.ca/research-at-the-mount/>
- Office of Student Experience: <https://www.msvu.ca/campus-life/a-z-list/>