

## St. Thomas University Policy Statement

**Policy Name:**            Course Outlines

**Classification:**

**General Administration** \_\_\_\_

**Academic** X

**Unit** \_\_

**Issued by:**                 Dr. Kim Fenwick (Vice-President, Academic and Research)

**Date of Issue:**            March 1995

**Revised:**                    March 2022

**Approved by Senate:**     April 21, 2022

**Policy:**

Each faculty member will prepare and provide a course outline at the outset of each course to enrolled students. The course outline will contain the following information: the course format (i.e., seminar, self-paced, collaborative, etc.); attendance policy; methods of evaluation (i.e., the number of essays, test, exams, participation, etc.); the value of each form of assessment toward the final grade; and due dates for tests and assignments. Students should also be made aware of required textbooks, topics to be covered, and required readings, to the extent possible.

When planning course evaluations, the professor should ensure students will receive at least one graded assignment prior to the date on which students can drop courses without academic penalty as outlined in the academic calendar. It is understood that course outlines are an agreement between the professor and the students regarding their responsibilities for successful completion of the course.

Instructors ensure that the value of each assignment and examination is clearly established in the course outline and do not alter those values except in exceptional circumstances and with the consent of at least 75% of the class.

Upon request from the Office of the Vice-President (Academic and Research), each faculty member will provide the complete course outline for all courses taught to the respective Department Chair and to the Registrar's Office (one week before the start of the course for full-time faculty, and on the first day of classes for part-time faculty).