

 BRANDON UNIVERSITY	Course Outline Policy	Approved by: Science Faculty Council Senate (17 Dec 2024)
Undergraduate Graduate	First Approved: 29 October 2024	Revision History Revision Date:

1. Policy General Purpose

The Faculty of Science recognizes the importance of course outlines to support the learning process by identifying course learning requirements, activities, resources and the evaluation framework used to assess student achievement in a course.

2. Definitions (if required)

None

3. Policy Guidelines

A course outline shall be distributed during the first week of class to all students attending a course in the Faculty of Science. A course outline must identify:

- Brandon University, the Faculty of Science, the year and term of offering
- course name, number, course description
- name and contact information of the instructor(s)
- clear outline of all assessments of student learning, tentative due dates, relative weighing in the final course mark, and grading scale
- course policy regarding missed or late assessments
- statement on accessibility and student accommodation
- statement on academic integrity

In addition, if applicable course outline should include:

- a description of learning goals/outcomes
- required or recommended resources
- learning activities taking place outside of scheduled class time
- statement of off campus activities as per the Policy for off-campus activity
- statement regarding controversial course content

It is also recommended that the course outline references statements regarding:

- the use of artificial intelligence (AI) for coursework
- mental health supports for students
- sexual violence education and prevention
- resources from the diversity and human right office

4. Scope of the Policy

This policy applies to all courses offered in the faculty of Science.

5. Reference to Other Policies

Academic Integrity Policy

Policy for off-campus activity

Student Non-Academic Misconduct Policy

6. Appendices

Inquiries about this policy may be directed to the Office of the Dean of Science at science@brandonu.ca.
