



THE UNIVERSITY OF WINNIPEG

DATE: OCTOBER 26, 2018
TO: ALL FACULTY MEMBERS
FROM: Dr. Catherine Taylor, Acting Dean of Arts
Dr. Hugh Grant, Acting Dean of Business and Economics
Dr. Ken McCluskey, Dean of Education
Dr. Doug Goltz, Acting Dean of Kinesiology
Dr. Doug Goltz, Acting Dean of Science
Dr. Mannish Pandey, Acting Dean of Graduate Studies
RE: SENATE REGULATIONS ON **COURSE OUTLINES** for 2019 Winter Term

SENATE REGULATIONS

During the *first week of classes*, undergraduate and graduate students must be provided with a course outline. All course outlines must be approved by the DRC or equivalent, and once approved, must be forwarded electronically to the appropriate Dean's office no later than 5 days before the beginning of term. **Instructors may choose to distribute outlines electronically and/or in paper form.** We strongly suggest that you review your outline thoroughly with your students as it is an important document which sets out the requirements and policies for your course.

Senate regulations, which apply to all courses, require that the following information be included in course outlines:

1. An indication of the topics to be covered.
2. An indication that all topics listed on the outline may not be covered.
3. A reading list or other indication of the amount of reading expected in the course.
4. A statement indicating whether or not it is a requirement that work submitted for evaluation be typed.
5. A list of all items of work on which the final grade is based and an indication of the weight of each individual item of work.
6. Final grades in pass/fail courses include S (Standing) or F (Failure). Senate approved grades for all other courses include A+, A, A-, B+, B, C+, C, D and F. While the University does not have a standardized numerical grade conversion scale for letter grades, all course outlines must include written guidelines specifying a numerical (percentage) range for letter grades assigned to individual items of work and the course final grade. Final grades shall be approved by the Department Review Committee and may be subject to change.
7. If students are to be given marks for participation and/or attendance, students must be provided with clear assessment criteria.
8. An indication of when the items of work will be administered/ submitted, and penalties, if any, for late submission of work. A minimum of 20% of the work on which the final grade is based must be evaluated and available to the student before the voluntary withdrawal date. Exceptions may be made with the prior approval of the DRC in courses such as Directed Readings, Projects, and Thesis courses, but this must be noted on the course outline.

9. A statement indicating whether or not students will be asked for identification when writing a test or examination.
10. An indication of equipment authorized for use in tests/exams (e.g. calculators, dictionaries, handheld devices).
11. Regarding the date of the last test/exam or the due date for the last item of work, such as an essay or project, be advised that Senate does not allow term tests to be administered during the 12th week of regularly scheduled classes (i.e. during the last 3 hours of the course); such tests must be administered during the exam period (the two weeks, or so, following the 12th week of lectures). However, the last item of work (e.g. research paper, essay) may be submitted at the last class, or at a specified time up to and including the scheduled final examination date. Lab exams may be held during the 12th week and on the days between the last scheduled class and the final exam period.
12. The voluntary withdrawal date, without academic penalty: March 15, 2019, for Winter courses which begin January 7, 2019 and end April 5, 2019

You may want to encourage students to see you before withdrawing in case you can help in any way.

13. The dates the University is closed for holidays: December 22-January 2 (December break), February 18 (Louis Riel Day), April 19 (Good Friday).
14. Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential <http://www.uwinnipeg.ca/accessibility>.
15. Reference to the appropriate items in the Regulations & Policies section of the *Course Calendar*, including Senate appeals and academic misconduct (e.g. plagiarism, cheating) <http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf> Instructors should become familiar with the procedures for dealing with alleged academic misconduct. <http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Policy.pdf>
16. All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at <http://www.uwinnipeg.ca/respect/>
17. Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found in the 2018-19 Undergraduate Academic Calendar.