

- f) Typical types of assessments and their relative weightings;
- g) Grading guidelines;
- h) College and/or departmental policies related to student progress and academic integrity, including Standards of Student Conduct, Academic Integrity, and Student Attendance and Participation;
- i) A link to the Student Services landing page on the College website; and
- j) [Academic Accommodations for Students with Disabilities \(E1005\)](#).

3.3 Purpose of a syllabus:

- a) Provide students with sufficient information to plan the progress of their course work.

3.4 A syllabus shall include all of the information contained in a course outline, as well as:

- a) Instructor name(s), contact information, and office hours, if applicable;
- b) Specific textbooks and/or course materials;
- c) Specific assessments and their relative weightings; and
- d) Detailed course content, including sequence of topics, labs, deadlines, etc.

3.5 A course outline and syllabus should reflect principles of fairness, integrity, and academic honesty.

3.6 Responsibilities of an instructor:

- a) Develop a syllabus that is consistent with the course as approved by Education Council.
- b) Deliver a course outline and syllabus to students in a timely manner, normally by the first day of class.
- c) Submit the syllabus to the relevant Division as requested.

3.7 Responsibility of a student:

- a) Understand the information and expectations contained in the course outline and syllabus or seek clarification from the instructor in a timely manner.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Provost and Vice-President, Academic or Vice-President, External Relations and Community Engagement.

5. REGULATIONS/PROCEDURES

Course Outlines – Procedures

History/Revision	
Origination Date	January 1975 – Policy 6.3.1.4
Amendment Date(s)	June 23, 2026 March 24, 2015
Next Review Date	June 23, 2030