CAPILANO UNIVERSITY	POLICY		
Policy No.	Officer Responsible		
S2009-06	**Vice-President Academic and Provost**		
Policy Name			
Course Outlines of Record and Course Syllabi for Credit Courses			
Approved by	Replaces	Category	Next Review
Senate			**June 6, 2023**
Date Issued	Date Revised	Related Policies, Reference	
June 6, 2018		**S2017-02 Final Exam Policy**	

1 PURPOSE

1.1 This policy provides direction regarding the components of course outlines of record and syllabi at Capilano University.

1.2 The course outline of record is used for a variety of purposes, including for purposes of articulation, and consequently must contain sufficient information to permit the receiving institutions to accurately assign transfer credit.

1.3 The course syllabus must align with the course outline of record approved through the Senate process. It must be distributed to all students and to the appropriate Dean at the beginning of the term of study. After the course syllabus has been distributed, changes to assignments, the evaluation profile, or assigned texts or readings may not be made without the consent of the students in the course.

1.4 A course outline of record is required for each credit course offered at Capilano University.

2 SCOPE

2.1 This policy relates to all course outlines of record and syllabi at Capilano University. All course outlines of record must contain all required fields (see below) and must use the Capilano University Course Outline template.

2.2 Revisions to course curriculum, revisions to course syllabi, and other changes to the course outline of record are not covered by this policy. See Capilano website for information on revisions and other changes to course outlines of record.

3   DEFINITIONS

Course Outline of Record: The course outline of record acts as the contract between Capilano University, its students, and other post-secondary institutions. It functions as the official record of the course, as approved by the University Senate, as delivered by this institution and is the outline of record for multi-section courses.

Course Syllabus: The course syllabus is the section-specific contract between the instructor and the students. It develops and/or expands upon the framework of the course outline of record.

4   POLICY STATEMENT

4.1   The course outline of record is approved by Senate through the approval process and, once approved, becomes the official record for the course.

4.2   Course outlines of record are held by the Registrar's Office and are publicly available.

4.3   Section-specific syllabi are developed from the course outline of record and must be distributed to all students and to the appropriate dean at the beginning of the term of study.

5   COURSE OUTLINE COMPONENTS

All course outlines of record must contain all required fields and must use the Capilano University Course Outline template.

6   ADDITIONAL COMPONENT INFORMATION

6.1   Evaluation Profile

6.1.1   The evaluation profile in the course syllabus must align with the evaluation profile in the course outline of record. Each course syllabus must include an evaluation profile that presents a description of each assessment (project, examination, etc.) and the weight of each assessment as a component of the total course grade. There may be some minor variation in assignments among individual sections of a multi-section course; however, the overall framework of the evaluation profile must be similar. For example, if a final exam is included in the course outline of record evaluation profile, all syllabi for that course must include the final examination in the evaluation profile.

6.1.2   In courses of three or more credits, the maximum percentage of any single evaluation component may not exceed 35%, except with permission of the dean. Examples of courses seeking exemptions may include upper-level undergraduate and graduate courses that by special design and intention require the completion of a single paper, project, thesis, or otherwise have an evaluation profile in which a substantial project is the primary form of assessment.

6.1.3 The final grade for the course shall normally be determined based on student achievement on all course assessments. Requiring students to earn a passing grade on a single assessment or on a combination of a subgroup of assessments, without regard to other evidence of achievement, is not normally permitted.

6.1.4 Professional Behaviour: If professional behaviour or attitude is an evaluated component of the course outline of record, it must be defined in specific operational terms so that the students have the opportunity to understand both what is expected of them and on what basis they will be graded for this component of the evaluation. This information must be included in the syllabus.

6.1.5 Participation Grade: A grade for participation may not exceed 10% of the total grade, except with permission of the dean. If participation is an evaluated component of the course outline of record, it must be defined in specific operational terms so that the students have the opportunity to understand what is expected of them and on what basis they will be graded for this component of the evaluation. This information must be included in the syllabus.

6.1.6 Evaluation Feedback: Early, frequent and meaningful feedback is critical to the learning process and the students' ability to use the feedback in a meaningful way. Normally students will be provided with evaluative feedback prior to the course withdrawal date (See Academic Schedule). If no formal evaluative feedback is scheduled prior to the course withdrawal date, the syllabus must articulate the process by which students receive meaningful feedback on their progress in the course prior to the course withdrawal date.

6.1.7 Final examinations (where applicable) must be held as scheduled during the approved final examination period (see S2017-02 Final Examination policy).

7 UNIVERSITY POLICIES AND EMERGENCY PROCEDURES

7.1 All course outlines of record and syllabi must include all information found under *University Operational Details* in the course outline template.

7.2 The university community will be notified by email if university requirements are revised or new ones are approved by the Board, Senate or Senior Leadership Council so that instructors can update their course syllabi.

7.3 The course outline template will be updated to include any changes to university policies and emergency procedure

8 DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

8.1 Course outlines of record will contain department or program operational details as needed.

8.2 If the course outline of record has department or program operational details, these details must be included in the course-specific syllabus.

8.3 Department or program operational details must not contradict any university policy. If a contradiction occurs, university policy prevails.