**Course Outline Template, 2025-26**

**1. Course Information**

[Course name and number, academic term]

[NOT for public-facing websites, i.e. for Brightspace only: the location and days and hours that the course is scheduled, including lecture, laboratory and tutorial hours.]

**List of Antirequisites** [if applicable] [A list of antirequisites for the course.]

**List of** **Prerequisites** [if applicable] [A list of the prerequisites for the course.]

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed.  You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

**2. Instructor Information**

[Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course (course coordinator).]

     [Specify your office hours and format (in-person, Zoom, MS Teams), or the availability of other help resources (in-person or online).]

[optional] Students must use their Western (@uwo.ca) email addresses when contacting their instructors.  [insert other contact policies here]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructors** | **Email** | **Office** | **Phone** | **Office Hours** |
| Dr. Xxx Xxxx  (Course Coordinator) |  |  |  |  |
| Dr. Yyy Yyyy |  |  |  |  |
| TA |  |  |  |  |

**3. Course Syllabus, Schedule, Delivery Mode**

[A description of the objectives and content of the course.]

[Insert your course-level learning outcomes in this section.]

**Course Schedule**

[If available, insert a break-down of course topics and week-by-week schedule.]

**4. Course Materials**

[List the materials that are required (or recommended) for the course, including textbooks, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.]

[required by the Ministry] Cost of course materials, with appropriate links to the publisher, eg., with listed prices.

[if applicable]

All course material will be posted to OWL: https://westernu.brightspace.com/

Students are responsible for checking the course OWL site (https://westernu.brightspace.com/) regularly for news and updates. This is the primary method by which information will be disseminated to all students in the class.

If students need assistance with the course OWL site, they can seek support on the [OWL Brightspace Help](https://brightspacehelp.uwo.ca/) page.  Alternatively, they can contact the Western Technology Services Helpdesk.  They can be contacted by phone at 519-661-3800 or ext. 83800.

**Technical Requirements**

[A list of technical requirements for the course (e.g., stable high-speed internet connection, computer with working microphone and camera, other hardware or software specifications). For example: *This course requires you to have a reliable high-speed internet connection and a computer that meets the technical requirements for writing online timed assessments*.]

**Electronic Devices** [Required] [Add a statement on what electronic devices will or will not be permitted on tests and exams. Example: *No aids are permitted for this exam. Electronic devices of any kind (including calculators, cell phones and smart watches) are not permitted.*

**Statement on the Use of Generative Artificial Intelligence (AI)** [Required]

[Instructors must indicate if, how and when the use of**generative** **artificial intelligence tools/software/apps** are permitted in the course. Instructors may refer to the Centre for Teaching and Learning for resources on the use of generative Artificial Intelligence.]

The following are examples (only):

Example 1.

*In this course, the use of AI (automatic translation tools, grammar checkers, ChatGPT…) is prohibited. If AI use is suspected, the instructor will ask for research notes, rough drafts, essay outlines, and other materials used in preparing assignments. Students are expected to retain these materials until after final grades have been entered. In the unlikely event of concerns being raised about the authenticity of any assignment, students may be asked to produce these materials; an inability to do so may weigh heavily against them.*

Example 2.

*In this course, students are permitted to use AI tools exclusively for information gathering and preliminary research purposes. These tools are intended to enhance the learning experience by providing access to diverse information sources. However, it is essential that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize and develop their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration; however, students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism. Assignments should reflect the students’ own thoughts and independent written work. By adhering to these guidelines, students contribute to a responsible and ethical learning environment that promotes critical thinking, independent inquiry and allows them to produce original written contributions.*

**5. Methods of Evaluation**

**Grading Scheme and Assessment Dates**

[A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments, is required. When exact dates cannot be supplied, a tentative schedule must be issued, with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline. A reminder: per policy, “Tests in one-term courses may not be scheduled during the last three weeks in the term.”

[https://www.uwo.ca/univsec/pdf/academicpolicies/exam/scheduling.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/scheduling.pdf)]

The overall course grade will be calculated as listed below:

[The following is an example:]

Assignments (#) xx%

Quizzes (#) xx%

Midterm Test xx%

Presentation xx%

Final Exam xx%

Per the new Academic Consideration policy, instructors:

1. “may designate a maximum of one assessment per half-course weight for which supporting documentation is required”

**Formal Documentation Designation statement**

Please note that this assessment is central to the learning objectives for this course. Accordingly, students seeking academic consideration for this assessment will be required to provide formal supporting documentation. Students who are granted academic consideration for this assessment will be provided with the following opportunity to make up this work: [specify – make-up exam, re-weighting, alternate presentation format etc.].

2. “may utilize flexible assessments in lieu of academic consideration if designated on

course outline” à

**Flexibility statements:**

If/where assessment is not required in the calculation of a final grade.

*“Please note, because not all elements of this assessment [specify] are required in the calculation of the final course grade, the instructor reserves the right to deny academic consideration for these missed elements.”*

If/where assessment has flexible submission deadline.

*“Please note that because the submission deadline for this assessment [specify] already includes flexibility in the form of [specify flexibility], the instructor reserves the right to deny academic consideration for assignments which are submitted following the end of the period of flexibility.”*

Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g. December and April exams) and for practical laboratory and performance tests typically scheduled during the last week of the term.

When a student receives academic considerations or academic accommodations which overlap with the built-in flexibility of the assessment, the longest period of accommodation will determine the deadline. The built-in flexibility of the assessment should not be taken to extend any considerations or accommodations.

[For take-home final exams] As per policy, take-home examinations may be scheduled only with permission of the Dean of the Faculty offering the course to ensure that the examination plans will not unduly interfere with the student’s ability to write their other exams.

**Note 1:** Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the Dean of the Faculty concerned.

**Note 2**: The following is our process in A&H for requesting in-person midterms or final exams for **online** Fall/Winter courses.

*Requests for in-person midterms or final exams in****online****Fall/Winter**courses must be submitted to the Associate Dean Academic before****May 1****.* *Please copy your Department Chair on your request. If approved, a notation should be added to the Timetable entry for the course before the beginning of registration, as well as to Brightspace and the course outline.*

**General information about missed coursework**

Students must familiarize themselves with the *University Policy on Academic Consideration – Undergraduate Students in First Entry Programs* posted on the Academic Calendar:

[https://www.uwo.ca/univsec/pdf/academicpolicies/appeals/academicconsiderationSep24.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf)

This policy does not apply to requests for academic consideration submitted for **attempted or completed work**, whether online or in person. The policy also does not apply to students experiencing longer-term impacts on their academic responsibilities. These students should consult: [Accessible Education](http://academicsupport.uwo.ca/accessible_education/).

For procedures on how to submit Academic Consideration requests, please see the information posted on the Office of the Registrar’s webpage:

[https://registrar.uwo.ca/academics/academicconsiderations/](https://registrar.uwo.ca/academics/academic_considerations/)

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

All academic consideration requests must include supporting documentation; however, recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows students to make one Academic Consideration request **without supporting documentation** in this course. However, the following assessments are excluded from this, and therefore always require formal supporting documentation:

* [If applicable] Examinations scheduled during official examination periods (Defined by policy)
* [If applicable] Practical laboratory and performance tests (Defined by policy)
* [If applicable] Midterm Test/Presentation/Group Project\* (***when*** designated by the instructor as the one assessment that always requires documentation when requesting Academic Consideration) (Note to instructor: when designating this assessment as “always requiring documentation”, the policy requires you to provide the student with another opportunity to demonstrate proficiency in the content evaluated by the missed assessment within the time frame of the course.)

\* A Group Project with multiple milestones due on different dates *may* still be considered as the one assessment for instructors to declare as “always requiring documentation”. On the other hand, a series of group assignments covering different parts of the course content are not ‘*one* assessment’.

**Evaluation Scheme for Missed Assessments**

Clearly define how each missed assessment will be handled (e.g., an extension, make-up opportunity, or reweighting).

[Important] For any assessment for which extensions are permitted, you may wish to define a final date after which submissions will no longer be accepted even with Academic Consideration granted (e.g., the date you will post the solution of the assignment).

When a student misses the **Final Exam** [if applicable] and their Academic Consideration has been granted, they will be allowed to write the Special Examination (the name given by the University to a makeup Final Exam). See the Academic Calendar ([Special Examinations](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_70)), especially for those who miss multiple final exams within one examination period.

[**If applicable**] **Essential Learning Requirements**

Even when Academic Considerations are granted for missed coursework, the following are deemed essential to earn a passing grade. 

[Any course-specific conditions related to essential learning objectives that are required to pass the course must be outlined.  Typical examples include:

• a passing grade on essays in a course designated as an “essay course” (i.e., with a suffix of E, F, G, or Z) to satisfy the Senate requirement that students must demonstrate “some minimal competence in essay writing” in order to pass the course,

• a minimum grade on the final exam (or a minimum average on the midterm test(s) and final exam) to ensure that students demonstrate sufficient mastery of the learning outcomes, and

• minimum participation in a seminar course or a group project.

In such cases, the consequences of not meeting the requirement (e.g., a grade of 45) should be specified.  Note that students should not be penalized for failing to meet a requirement where Academic Considerations are granted.

[If applicable] **Coursework with Assessment Flexibility**

By policy, instructors may deny Academic Consideration requests for the following assessments with built-in flexibility:

[If applicable] **Flexible Completion**

**Quizzes.** This course has 10 quizzes, and the 8 quizzes with the highest marks are counted towards your final grade. Should extenuating circumstances arise, students do not need to request Academic Consideration for the first two missed quizzes. Academic consideration requests will be denied for the first two missed quizzes. Academic Consideration requests may be granted when students miss more than two quizzes, and these additional (third, forth…) missed quizzes will be reweighted to the final exam. (Note that instructors may *not* ask for medical documentation for privacy protection.)

[If applicable] **Deadline with a No-Late-Penalty Period**

**Assignments.** Students are expected to submit each of the  assignments by the deadline listed. Should extenuating circumstances arise, students do not need to request Academic Consideration and they are permitted to submit their assignment (up to 72 hours) past the deadline without a late penalty. Should students submit their assessment beyond 72 hours past the deadline, a late penalty of XX% per day will be applied. Academic Consideration requests may be granted only for extenuating circumstances that started before the deadline and lasted longer than the No-Late-Penalty Period (72 hours). (Alternatively, the instructor may deny all requests, give them a zero mark, and let students follow the appeal pathway to ask for an exception. Note that instructors may not ask for medical documentation for privacy protection, but the student can voluntarily share information.)

**6. Additional Statements**

**Academic Offences**

[Instructors may want to include, here, a program-specific statement around plagiarism and the use of material generated by AI programs or large language models such as ChatGPT.]

Scholastic offences are taken seriously, and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, here:

[http://www.uwo.ca/univsec/pdf/academicpolicies/appeals/scholasticdisciplineundergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

**Statement on the use of plagiarism-checking software** [if you use TURNITIN]

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism.  All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system.  Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com ([http://www.turnitin.com](http://www.turnitin.com/)).

[if you use SCANEX] Computer-marked multiple-choice tests and exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

[If applicable] [Include warnings on the use of any other “checking” software]

**Statement on remote proctoring software** [If applicable]

Tests and examinations in this course will be conducted using a remote proctoring service.  By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**.  Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service.  More information about this remote proctoring service, including technical requirements, is available on Western’s Remote Proctoring website at: <https://remoteproctoring.uwo.ca>.

NB:Use of online proctoring for in-person courses requires approval from the Dean’s Office.

**Policy on Accommodation for Religious Holidays**

Students should review the [policy for Accommodation for Religious Holidays](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_16) . Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but **not later than two weeks** prior to writing the examination/term test. In the case of conflict with a midterm test, students should inform their instructor as soon as possible but not later than one week prior to the midterm.

Religious Accommodation requests for final exams should be submitted via the Student Absence Portal.

**Academic Accommodation and Accessible Education** [suggested]

**Academic Accommodation** is “a means of adjusting the academic activities associated with a course or program of student in order to permit students with disabilities to participate in those activities at the University and to fulfill the essential requirements of a course or program.” [https://www.uwo.ca/univsec/pdf/academicpolicies/appeals/Academic%20Accommodationdisabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf). Students with disabilities are encouraged to register with **Accessible Education** at the earliest opportunity. “Accessible Education plays a central role in Western's efforts to ensure that its academic programs are accessible for all students” http://academicsupport.uwo.ca/accessibleeducation/index.html

**Special Examinations**

A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examinations dates. These dates as well as other important information about examinations and academic standing can be found [here](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&Command=showCategory&Keywords=spc&SubHeadingID=70&SelectedCalendar=Live&ArchiveID=#SubHeading_70).

**Support Services**

**Academic Advising** [suggested]

Your Home Faculty’s Academic Advising Office will support or refer whenever you have an issue that is affecting your studies, including information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters. Do not hesitate to reach out to them if you are struggling and unsure where to go for help. Contact info for all Faculties is here: [https://registrar.uwo.ca/facultyacademiccounselling.html](https://registrar.uwo.ca/faculty_academic_counselling.html)

**Mental Health Support**

Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) for a complete list of options about how to obtain help.

**Gender-based and sexual violence** [required]

Western University [is committed to reducing incidents of gender-based and sexual violence](https://www.president.uwo.ca/gbsv/) (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website:

https://www.uwo.ca/health/studentsupport/survivorsupport/get-help.html.  To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

**Learning Development and Success** [suggested]

Counsellors at the Learning Development and Success Centre [https://learning.uwo.ca](https://learning.uwo.ca/) are ready to help you improve your learning skills.  They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more.  Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

**USC**

Additional student-run support services are offered by the USC, https://westernusc.ca/services/.