Submit course syllabus to your Department office for posting on the Dept website prior to the start of term. Submit requests for final exam exemptions (1000, 2000 and 3000 level courses only) to the Dean’s office at least 2 weeks prior to the start of term.

The following information should be included, as a minimum, in every course syllabus.

Course Description
(from calendar)

Course Prerequisites
List courses, minimum grades or other prerequisites

Course Objectives/Learning Outcomes
List of knowledge/skills student should have after completing course

Course Materials
- Required textbook(s) – indicate if students must purchase new textbooks or online access codes
- Other required materials (e.g., lab manual, clicker, lab coat)
- Course website, lecture recordings (if available)

Course Assessment
Include dates and times for all tests, quizzes and exams, including lab exams. If known, include due dates for assignments. Note any scheduled elements held outside of class time (e.g., mid-terms, field trips).

NOTES: (1) An exemption is required for 1000 to 3000 level courses if you are not planning to hold a final exam scheduled by the Registrar’s Office. Submit your syllabus along with your request (and reason for the request) to the Assistant Dean (scieasst@dal.ca) at least 2 weeks prior to the start of classes.

Component Weight (% of final grade) Date
Tests/quizzes (list)
Final exam (Scheduled by Registrar)
Assignments (list)
Other course requirements
List all (e.g., attendance, completion of all labs, out of class field trip, non-graded presentation)

Conversion of numerical grades to Final Letter Grades follows the Dalhousie Common Grade Scale.
Course Policies

List your policies on issues such as late assignments, missed assignments, labs, tests or exams, weather-related cancelled classes, etc.

State clearly that students must use the Student Declaration of Absence form for missed academic requirement in this course (except for the final exam) and how many times they are permitted to use the form. Additional information is in the supplemental syllabus.

Explain your policy on collaboration (for individual and group assignments or projects) – state explicitly whether students are allowed to work together on assignments

Notification if plagiarism software will be used in course

Course Content

List, or approximate schedule, of lecture topics