

## Guidelines for Course Syllabi (Faculty of Science courses Winter 2021)

Due to public health regulations, most courses will be delivered online in Winter 2021, which may require additional or modified elements in your course syllabus.

### 1. For synchronous course components, specify

- a) Time of session
- b) Platform (and software requirements)
- c) Whether participation is required or optional
- d) What to do for missed synchronous components due to technological malfunction or other circumstances beyond the student's control

### 2. Course policy on missed or late academic requirements

a) **For missed or late academics requirements during term** (assignments, tests, participation, etc.) policy has not changed. Course instructors may not ask for medical notes but may ask students to complete the Student Declaration of Absence. Students who are ill for an extended period and thus miss multiple requirements should be referred to Patricia Laws, Assistant Dean (Student Affairs).

#### b) **For missed final assessments (e.g., final exams)**

Course instructors are asked not to request medical notes if students are sick for the final exam, as many physicians (including those at Dalhousie Health and Wellness) will not provide them for students reporting a short-term illness

The course policies **should**

- Specify what a student should do if they are late or miss an academic requirement and what will happen. Examples:
  - Late assignments will be docked 10% per day late. Late penalties will not apply if SDA submitted prior to due date. Maximum 2 uses of the SDA.
  - Missed test: Value of a missed test will be shifted to the final exam.
- Include a policy on missed **final exams** that specifies
  - What a student is to do if they are ill for the final (e.g. notify instructor prior to exam)
  - Offer at least one way that students can fulfill course requirements, e.g.:
    - a. A make-up exam offered on another date
    - b. An alternate assignment that can be completed in lieu of the exam
    - c. A re-weighting of assessment components that applies to students who miss the final

### 3. Recommendations on end of term assessments

- Have course assessments held in the last two weeks of classes worth < 15% of the course grade.
- Where possible, hold end of term assessments (including non-cumulative tests and exams) during the final exam period.

The goal of the recommendations around the final two weeks of classes is to avoid overloading students with tests, exams, lab exams, projects due, presentations, etc., at the end of term. Exams held in the final exam period are the default for Faculty of Science courses at the 1000 to 3000 level. Requests to be exempted from this regulation must be justified to the Assistant Dean (Student Affairs), and can be granted only if a request is received at least 2 weeks before the start of term.