

August 26, 2016

Memorandum

To: CPES faculty

From: Karen Gordon, Associate Dean (Academic), CPES

Re: Undergraduate Course Outlines

As the fall semester approaches, most of us are preparing course outlines. I would like to take this opportunity to summarize a few best practices in accordance with the Undergraduate Calendar Grading Procedures Resolutions. In particular, please note the following regarding your course outline:

- According to Resolution 4 (Part B), a course outline must be provided by the instructor on the first day of class
- The methods of evaluation and the timing of the evaluation must be provided on the course outline. I have requested clarification of these point from the AVPA's office, in particular that this does in fact mean specific dates are required. This information is critical for student planning and success. Please also note that the dates then cannot be changed after the first week of class without unanimous consent from the students in the class or approval from the Chair. (Resolution 5).
- The course outline should contain a passing grade clause. My best advice here is to be sure that both a passing grade, and a failing grade is clearly defined. This means in the event that a student does not meet the requirements, how will their failing grade be calculated should also be clearly specified.

Please review these grading resolutions, and the course outline guidelines that can be found at the following link, as you prepare for the semester. <http://www.uoguelph.ca/vpacademic/avpa/checklist/>

If anyone has any questions, please feel free to contact me.