

**DATE:** MARCH 22, 2024  
**TO:** ALL FACULTY MEMBERS  
**FROM:** Dr. Doug Goltz, Dean of Science and Acting Dean of Kinesiology  
Dr. Hugh Grant, Dean of Business and Economics  
Dr. Laurie Hellsten, Dean of Education  
Dr. Manish Pandey, Acting Dean of Graduate Studies  
Dr. Shauna Labman, Executive Director, Global College  
Dr. Tracy Whalen, Acting Dean of Arts  
**RE:** SENATE REGULATIONS ON COURSE OUTLINES FOR  
SPRING/SUMMER 2024

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### **SENATE REGULATIONS**

During the first week of classes, undergraduate and graduate students must be provided with a course outline. All course outlines must be approved by the DRC or equivalent, and once approved, must be forwarded to the appropriate Dean's office no later than 5 days before the beginning of term. We strongly suggest that you review your outline thoroughly with your students as it is an important document which sets out the requirements and policies for your course.

Senate regulations, which apply to all courses, require that the following information be included in course outlines:

1. An indication of the topics to be covered.
2. An indication that all topics listed on the outline may not be covered.
3. A reading list or other indication of the amount of reading expected in the course.
4. A list of all items of work on which the final grade is based and an indication of the weight of each individual item of work.
5. Final grades in pass/fail courses include S (Standing) or F (Failure). Senate approved grades for all other courses include A+, A, A-, B+, B, C+, C, D and F. While the University does not have a standardized numerical grade conversion scale for letter grades, all course outlines must include written guidelines specifying a numerical (percentage) range for letter grades assigned to individual items of work and the course final grade. Final grades shall be approved by the Department Review Committee and may be subject to change.
6. If students are to be given marks for participation and/or attendance, students must be provided with clear assessment criteria.

7. An indication of when the items of work will be administered/submitted, and penalties, if any, for late submission of work. A minimum of 20% of the work on which the final grade is based must be evaluated and available to the student before the voluntary withdrawal date. Exceptions may be made with the prior approval of the DRC in courses such as Directed Readings, Projects, and Thesis courses, but this must be noted on the course outline.
  8. An indication of equipment authorized for use in tests/exams (e.g., calculators, dictionaries, handheld devices).
  9. Regarding the date of the last test/exam or the due date for the last item of work, such as an essay or project, be advised that Senate does not allow term tests to be administered during the 12th week of regularly scheduled classes (i.e., during the last 3 hours of the course); such tests must be administered during the exam period (the two weeks, or so, following the 12th week of lectures). However, the last item of work (e.g., research paper, essay) may be submitted at the last class, or at a specified time up to and including the scheduled final examination date. Lab exams may be held during the 12th week and on the days between the last scheduled class and the final exam period.
  10. The voluntary withdrawal date, without academic penalty:
    - May 27, 2024 for courses which begin May 6, 2024 and end on June 3, 2024.
    - June 5, 2024 for courses which begin on May 6, 2024 and end on June 17, 2024.
    - June 19, 2024 for courses which begin on May 6, 2024 and end on July 4, 2024.
    - June 26, 2024 for courses which begin on June 6, 2024 and end on July 4, 2024.
    - July 12, 2024 for courses which begin on May 6, 2024 and end on August 2, 2024.
    - July 23, 2024 for courses which begin on June 21, 2024 and end on August 2, 2024.
    - August 7, 2024 for courses in the 2024 Summer Session.
- You may want to encourage students to contact you before withdrawing in case you can help in any way.
11. The dates the University is closed for the following holidays: May 20 (Victoria Day), July 1 (Canada Day), August 5 (Terry Fox Day).
  12. Students may choose not to attend classes or write examinations on holydays of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work or examinations without penalty. A list of religious holidays can be found in the 2023-24 Undergraduate Academic Calendar:  
<https://www.uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

13. Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams or during lectures/laboratories are encouraged to contact Accessibility Services (AS) at 204.786.9771 or <https://www.uwinnipeg.ca/accessibility-services/> to discuss appropriate options. All information about a student's disability or medical condition remains confidential.
14. Reference to the appropriate items in the Regulations & Policies section of the *Course Calendar*, including Senate appeals and academic misconduct (e.g. plagiarism, cheating) <https://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Instructors should become familiar with the procedures for dealing with alleged academic misconduct at <https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf> and <https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf>
15. All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found at <https://www.uwinnipeg.ca/respect/>.