

# SUBJ-1234H: Course Title

Year / Term – Location

## Instructor:

Instructor: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Office: Click or tap here to enter text.

Office Hours: Click or tap here to enter text.

## Meeting Times:

Click or tap here to enter text.

## Co-instructors and Teaching Assistants:

Click or tap here to enter text.

## Department:

Academic Administrative Assistant: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Office: Click or tap here to enter text.

## Description:

Click or tap here to enter text.

## Learning Outcomes:

* Click or tap here to enter text.

## Course Fees (optional):

Click or tap here to enter text.

## Texts:

Click or tap here to enter text.

## Readings:

Click or tap here to enter text.

## Assessments, Assignments and Tests:

Click or tap here to enter text.

## Grading:

Click or tap here to enter text.

## Grade Total by Withdrawal Date:

Click or tap here to enter text.

## Schedule:

Click or tap here to enter text.

## Course Guidelines:

Click or tap here to enter text.

## Departmental Policies:

Click or tap here to enter text.

## University Policies:

### Absenteeism, Missed Tests and Exams

Students are responsible for completing all course requirements, including attending classes and meeting assignment deadlines as specified on their syllabus.

Adjustments and deferrals to dates for participation, assignment submissions, tests, midterms and final examinations are not automatic. It is the student’s responsibility to email their instructor immediately if they are unable to fulfill academic requirements.

Courses delivered remotely may involve student participation in scheduled (synchronous) classes via web-based platforms, such as Zoom. Students unable to participate (i.e., by video and/or audio) should email their instructors to request alternative arrangements for participation in these scheduled (synchronous) classes.

Students are required to be available for all tests, midterms and exams that are listed in their course syllabus and scheduled by their instructor or the Office of the Registrar. Depending on their program, the instructor or the chair/director may decide on alternative arrangements for exams and tests. Normally a doctor’s note or supporting documentation is not required; however, when a student’s success in the course or program is in jeopardy as determined by the instructor or chair/director, documentation may be requested.

Specific SAS accommodations can be implemented for students registered with Student Accessibility Services (SAS), but it is the responsibility of the student to make these arrangements in advance as per SAS guidelines, and to discuss accommodations of due dates with their instructors.

Students can notify the Office of the Registrar of their wish to observe cultural or religious holidays during scheduled examination periods by the deadline set in the Academic Calendar. Personal travel plans are not acceptable reasons for missing tests or exams.

### Academic Integrity

Academic dishonesty, which includes plagiarism and cheating, is an extremely serious academic offence and carries penalties varying from failure on an assignment to expulsion from the University. Definitions, penalties, and procedures for dealing with plagiarism and cheating are set out in Trent University’s *Academic Integrity Policy*. You have a responsibility to educate yourself – unfamiliarity with the policy is not an excuse. You are strongly encouraged to visit Trent’s Academic Integrity website to learn more:[www.trentu.ca/academicintegrity](http://www.trentu.ca/academicintegrity).

### Access to Instruction

It is Trent University's intent to create an inclusive learning environment. If a student has a disability and documentation from a regulated health care practitioner and feels that they may need accommodations to succeed in a course, the student should contact the Student Accessibility Services Office (SAS) at the respective campus as soon as possible.

### Sharing and Distribution of Course Content

Students in this class should be aware that classroom activities (lecture, seminars, labs, etc.) may be recorded for teaching and learning purposes. Any students with concerns about being recorded in a classroom context should speak with their professor. If a student shares or distributes course content in any way that breaches copyright legislation, privacy legislation, and/or this policy, the student will be subject to disciplinary actions under the relevant Academic Integrity Policy, the Charter of Student Rights & Responsibilities, or the Policy on the Protection of Personal Information, at a minimum, and may be subject to legal consequences that are outside of the responsibility of the university.