



Course Addition Form

The Course Addition Form **must be completed in full** in order for the course proposal to be reviewed by the Division Committee and Graduate Programs and Policy Committee before recommendation for approval to the Board of Graduate Studies and Senate. For each new course proposal, a course outline **must** be provided along with the required information in the fields below.

A **completed** library assessment is required for **all new courses proposed for approval**. A library assessment will be requested on your behalf by the Office of Graduate Studies. Requests should be submitted well in advance of deadlines as assessments **normally take a minimum of three weeks**. (See details below.)

**Academic department/unit** responsible for the course (and percent if more than one):

**Course Prefix:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_

The Office of Graduate Studies assigns course prefixes and numbers. Contact Laurie Winn for assistance.

**Course Title:** \_\_\_\_\_

**Short Title (30 characters max)**

This is the title that will appear on the student’s official transcript.

**Semester(s) Offering:**     F     W     S     U

Do you wish the semester designation to be printed in the Calendar?     Yes     No

**Placement in Calendar** (indicate subheading under which course is to be listed, if applicable):

**Prerequisite(s):**

**Mandatory Co-requisite(s):**

**Other Restrictions:**

**Lecture Hours/Week:** \_\_\_\_\_ **Laboratory or Tutorial Hours/Week:** \_\_\_\_\_

**Offered by distance:**  Yes  No

**Total Contact Hours/Week:** \_\_\_\_\_ **Total Student Time & Effort on Course/Week:** \_\_\_\_\_

**Proposed Credits:**  0.0  0.25  0.50  1.0

Credit Guidelines: Choose only one. If proposed credits do not conform to guidelines, attach a full explanation.

0.0 (Seminar-type courses, unless a higher rating is justified and approved)

0.25 (Half-semester courses, including six-week courses, unless contact hours & workload is doubled in the six-week period)

0.5 (Semester courses, usually given throughout one semester) (student time & effort on task = approximately 10-12 hours per week)

1.0 (Double courses, including two semester courses, typically major paper courses)

**Scheduling:**  Annually  Alternate Years

**Is this course cross-listed with other courses?** Yes  No

Please indicate which level of courses are cross-listed below.

Undergraduate & Graduate:

List courses:

Yes

Masters & Masters:

List courses:

Yes  No

Masters & Doctoral:

List courses:

Yes  No

**Restriction:** Credit may be obtained for only one of the courses

In instances of different degrees, please describe the master's or doctoral level component that differentiates the two:

Instructor's signature required?  Yes  No

**Designated as a two-semester course, with students registering in each semester.** Students receive INP (in progress) at the end of the first semester and a grade at the end of the second semester.  Yes  No

**Designated as a multiple-semester course.** Is this course designed to require more than one semester for completion, with student registering in each semester with one grade at the end?  Yes  No

**Maximum number of times a student may take this course:**  once only  twice only  unlimited

**Proposed Grade Scheme:**  Numeric  SAT/UNS (reserved for seminar or practice courses only)

**Proposed calendar description** (Please ensure the course description is grammatically correct – i.e. complete sentences) 45 words or less:

**Library Assessment:** To prepare the assessment, library staff will consult with faculty to identify resources and/or library services needed to support the new course, e.g. books, required texts, journal, e-learning support, information literacy instruction. If you are aware of any new library resources that will be needed, please list them here:

a. Required course textbook(s), if known:

b. Any key journals or other resources, which the Library does not already have?

**Please provide detailed explanations for the Division & Programs Committees on the following:**

**1. Outcomes of the course, including how the University's Learning Outcomes are addressed, and how this course maps to the curriculum.**

Graduate Degree Learning Outcomes:

*Critical and Creative Thinking:*

*Literacy:*

*Global Understanding:*

*Communication:*

*Professional and Ethical Behaviour:*

**2. Material to be covered, including emphasis and anticipated depth of study.**

**3. Method of course presentation.**

**4. Method of evaluation (include breakdown of marks)**

**5. Reason for this course offering and intended user group(s)**

**6. Are there other departments/schools with expertise in the areas covered by this course?**

If yes, which departments/schools? Are any of these departments/schools to be directly involved in teaching this new course?

**Replacement course.** If the new course replaces an existing course, which is to be deleted from the Graduate Calendar, please indicate here:

**Please include a course outline for the proposed course.**

Signature Approval of Graduate Program Coordinator: \_\_\_\_\_

Signature Approval of Chair/Director: \_\_\_\_\_

Date Approved: \_\_\_\_\_