

Faculty of Arts & Science

New Course Form

Use this form to develop a proposal for a new course. For final submission, new course proposals will normally be **entered and submitted directly on Curriculum Management (CM)**, however this form can be used to draft a proposal that can be easily circulated in review and consultation with academic units, the Office of the Dean, or the Office of the Faculty Registrar.

Timeline

For all new courses and course modifications:

- Submit on CM by **October 13, 2017**, if related to Life Science or Environment programs
- Submit on CM (as “Full Review”) by **October 20, 2017** for all other courses.

New courses not on CM by these deadlines can be considered in the February Curriculum Committee meetings if submitted by **December 1, 2017**, but this is normally reserved for courses that are connected to new program proposals.

Process/Approval Path

1. Enter on CM	2. Life Sciences Planning Committee	3. Curriculum Committee Meetings	4. Faculty of Arts & Science Council
<ul style="list-style-type: none"> • “Full Review” = new or retired courses, re-weighting or re-numbering (see below), change to Breadth or Distribution category, changes to prereq from another unit • “Abbreviated Review” = minor changes such as modifications to title, course description, changes to prerequisites not affecting another unit 	<ul style="list-style-type: none"> • If life science-related • For assessment and feedback 	<ul style="list-style-type: none"> • For Final Approval • May go to multiple committees 	<ul style="list-style-type: none"> • For information

To propose a re-weight or re-number on CM (e.g. modify course ABC101Y1 to ABC101H1):

- Go to the record for the old course (ABC101Y1) and use the “Duplicate” feature to propose a new course using the same template information. Submit this as a new course proposal with the following changes:
 - Modify the course number to the new course (ABC101H1).
 - Enter the old course code “ABC101Y1” in the “Previous Course Code” field.
 - Ensure instructional hours totals are correct
- Submit a proposal to modify the old course (ABC101Y1) to Retired, by changing the Status from “Active” to “Retired.”

Faculty of Arts & Science New Course Development Form

Designator	Numberⁱ	Title	Abbrev. Title (Max 30 Characters)							
Previous Course Code (<i>reweighted or renumbered courses</i>)										
Division		Associated with (Division)ⁱⁱ								
Arts & Science										
Unit (<i>for joint courses, list both sponsoring units</i>)		Associated with (Unit)								
Fixed Credit Value (<i>0.5 or 1.0</i>)		Jointly Offered with Course(s)								
Calendar Description (<i>50-100 words</i>)										
URL										
Prerequisites										
Corequisites										
Exclusions										
Recommended Preparation										
Breadth Requirementsⁱⁱⁱ			Distribution Requirements							
Total Instructional Hours (<i>usually multiples of 12</i>)			Lecture	#	Practical	#	Tutorial	#	Seminar	#
Available for CR/NCR status^{iv}			Yes (default)							
Competency Levels (none, slightly, notably or extensively)	Critical and Creative Thinking		<i>Choose</i>			Quantitative Reasoning		<i>Choose</i>		
	Communication		<i>Choose</i>			Social and Ethical Responsibility		<i>Choose</i>		
	Information Literacy		<i>Choose</i>							
Experiential Learning (none, notably or extensively)	Research	<i>Choose</i>				Other	<i>Choose</i>			
	Nature of "Other" Experiential Learning^v									
Proposal Questions – General										
Rationale and Academic Relevance										
Overlap of course content with current courses offered by other departments/programs										
Consultation Undertaken^{vi}										

Resources Required			
Resources - Budget	Choose		
Proposal Questions - Undergraduate			
Programs of study for which this course might be suitable			
Estimated Enrolment		Instructor	

ⁱ E.g., “120H1” or “320Y1” or “295Y0” – include the three digit code, the weight (Y/H), and the number representing the campus (1 = St. George, 0 = Off-campus, for summer abroad/field offerings).

ⁱⁱ Use “Associated With” fields if your unit is outside Arts & Science; normally only “Associated With (Unit)” is used.

ⁱⁱⁱ Full credit courses may have one breadth category (counting as 1.0 in that category) or two (counting 0.5 in two categories); half-credit courses may only have one breadth category.

^{iv} All courses normally may be made credit/no-credit by students. Policy only allows exception for: “courses where an individual student works on independent study or individual research supervised by a professor; First Year Seminars (199s)/Research Opportunity Program (299s)/Research Excursions (399s); Foundational Year Program courses (College Ones, Munk One); Rotman Commerce (RSM) courses; field courses; courses evaluated on a Pass/Fail basis.” (2017-18 Calendar)

^v Indicates an experience that is unusual, unique, or distinctive; this includes community involvement, distinctive practicals or laboratories, field work, internships, international experience or exchange, ROP or REP courses, service learning, or studio. Leave blank for courses including laboratories, term papers, short trips, team projects or self-directed study.

^{vi} If your course would affect other programs in terms of their program requirements, prerequisites/exclusions, it is essential to indicate such consultation has happened. Otherwise, indicate relevant internal or external consultation as needed (e.g., unit governance, student demand, success as topics course, etc.).