

Procedures for Creating a New Course (revised 2-Nov-2018)

Steps to create a new course in the Faculty of Science (FoS)

- A. Completion of **Proposal for New Course** (New Course form and supporting documents)
- B. Approval by the relevant Department/Program curriculum committee and *Dept Chair*
- C. Submission (by *Dept rep*) of **Proposal for New Course** to the Faculty of Science Curriculum Committee (**FoS CC**) for approval
- D. Entry of new course information into Navigator Suite for the Academic Calendar (by *Dept initiator*)
- E. Submission to the Registrar for inclusion in the Academic Calendar (by *Dean's Office*)

A. Preparation of **Proposal for New Course**

The following information should be included in a **Proposal for New Course**

- 1) **New Course form** – completed and signed
- 2) Report from library subject specialist - assessment of relevant **library resources** - allow 3 weeks (single course) or 6 weeks (multiple courses) for survey and report preparation)
- 3) Documentation of correspondence with departments/programs affected by the new course
- 4) **Course syllabus** (use the FoS course syllabus template)

B. Responsibilities of Department or Program

- Verify departmental need for the new course, check for overlap with other courses, check completeness and accuracy of information, ask for revisions as necessary
- Circulate proposal for comment to any units that may be affected by the new course
- Approve the proposal once satisfactory (by Undergraduate committee, or equivalent)
- Obtain approval from Department Chair. The Chair's signature signifies that the Department accepts responsibility for staffing, resources and other expenses associated with offering the course.
- Submit **Proposal for New Course**, with supporting documents, to the Faculty of Science Curriculum Committee Chair
- After FoS CC approval, enter new course information into Navigator Suite

C. Responsibilities of the Faculty of Science Curriculum Committee

- Evaluate the course proposal information and request revisions if needed
- Approve proposal once satisfactory
- Dean's office approves new course through Navigator, and submits to the Registrar's Office

Dept rep: Departmental representative, member of the Faculty of Science Curriculum Committee

Dept initiator: Person(s) with authority to make departmental course/calendar changes using Navigator Suite

New Course Form - Faculty of Science

Course Code information

Field	Information	Field Description
Department		Department to which course will belong
*Course Code		Course prefix & number (e.g., CHEM 1011)
*XY Course		XY if full year course, otherwise blank
*Credit Hours		Number of credit hours (usually 3 or 6)
Start term		Academic year for course to start (e.g., 2018-19)

Course details

Field	Information	Field Description
*Course Title		Course title
Transcript Title		Title as it will appear on transcript - max 25 characters including spaces
*Description		Course description - as it will appear in the calendar - use present tense, max 50 words
*Calendar notes		Additional information, e.g., Course aimed at non-majors; Cannot receive credit for MATH 1115 after receiving credit for MATH 1000; - info appears in calendar
*Co-requisites		Course(s) that must be taken at the same time as this course
*Pre-requisites		Course(s) that must be taken prior to this course
*Cross-listings		Course code(s) of all cross-listed courses - including cross-listed or linked grad courses
*Exclusions		Course(s) where credit is not given for other course and this course
Grade Mode		Standard Grading, Pass/Fail
Registration exclusion		Earned credit hours (Cr) required (E1, E2, E3) E1: 30 Cr or more (2 nd year or higher) E1 and E2: 60 Cr or more (3 rd year or higher) E1, E2 and E3: 90 Cr or more (4 th year students)
Restrictions		e.g., Course open only to Psychology majors; Requires permission of instructor

Course format

*Teaching Formats (select 1 or more)		Choose from: Lecture, Lab, Tutorial, Seminar, Studio, Discussion, Online Delivery, Experiential Learning, Other
*Format Comments		Explain format if needed
*Lecture hours per week		Explain if not weekly (e.g. summer)
*Lab hours per week		Explain if not weekly (e.g. every other week)
*Tutorial hours per week		Explain if not weekly

Rationale

Reason for new course		
Anticipated enrolment		
Enrolment limit & rationale		
Teaching staff		
Impact on other units		
Additional resources required to offer course		

- Documentation of consultation with other units attached
- Library report attached
- Course syllabus attached

Information marked * will appear in Calendar

Approvals

The Chair's signature signifies that the Department accepts responsibility for staffing, resources and other expenses associated with offering the course

	Name	Signature	Date
Dept committee approval			
Dept chair approval			
FoS CC approval			