

GRADUATE CURRICULUM CHANGE FORM & NAVIGATOR ENTRY
INSTRUCTIONS

- A) ALL NEW CLASSES OR COURSE CHANGES MUST BE REVIEWED BY THE DEPARTMENT/PROGRAM/SCHOOL, GSC AND FACULTY COUNCIL FOR APPROVAL.
- B) ELECTRONICALLY ATTACH ADDITIONAL DOCUMENTS AS INDICATED ON THE CHECKLIST BELOW AND SUBMIT TO YOUR GRADUATE COORDINATOR.
- C) APPLICATIONS FOR NEW COURSES OR COURSE CHANGES SHOULD BE SUBMITTED AT LEAST SIX (6) MONTHS PRIOR TO THE BEGINNING OF THE TERM IN WHICH THE CHANGE IS TO TAKE EFFECT.
- D) FORMS WHICH ARE INCOMPLETE, OR WHICH LACK THE APPROPRIATE ATTACHMENTS, WILL BE RETURNED TO THE DEPARTMENT WITH A REQUEST TO SUPPLY THE INFORMATION REQUIRED.

1. NAME OF DEPARTMENT / PROGRAM / SCHOOL:
2. DATE SUBMITTED:
3. REQUEST (PLEASE CHECK EACH ITEM THAT APPLIES):

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|---|--|
| <input type="checkbox"/> NEW COURSE | <input type="checkbox"/> CO-LOCATING (UNDERGRADUATE AND GRADUATE COURSE HELD IN THE SAME ROOM WITH EQUIVALENT CONTENT, BUT DIFFERENT METHODS OF EVALUATION) |
| <input type="checkbox"/> COURSE NUMBER CHANGE | |
| <input type="checkbox"/> CHANGE A TITLE | <input type="checkbox"/> CROSS-LISTING WITH GRADUATE COURSE (CONTENT AND EVALUATION ARE EQUIVALENT) |
| <input type="checkbox"/> DELETE A COURSE/MAKE A COURSE INACTIVE | |
| <input type="checkbox"/> OTHER (SPECIFY): | |

4. REASON FOR REQUEST (E.G. NEED FOR ADDITION OF A NEW COURSE, WHY A COURSE IS BEING DELETED, REASON FOR CHANGE IN TITLE):
5. DETAILS OF COURSE TO BE OFFERED:
COURSE CODE & PROPOSED NUMBER (E.G. MECH 6000):
CREDIT HOURS:
TERM IN WHICH CHANGE WILL BEGIN (E.G. F21):
TITLE:
BANNER TITLE (MAX. OF 25 CHARACTERS FOR SYSTEM):
DESCRIPTION FOR CALENDAR ENTRY (MAX. OF 50 WORDS):
NAME(S) & RANK OF TEACHING STAFF:
MAXIMUM # OF STUDENTS (INCLUDING CROSS-LISTED):
ANTICIPATED # OF STUDENTS:

GRADE MODE: STANDARD (A,B, ...) PASS/FAIL SEMINAR (P/F + IP) DIRECTED STUDY (STANDARD + IP) THESIS

METHOD OF EVALUATION & PERCENTAGE VALUE FOR EACH COMPONENT (E.G. 2 ESSAYS @ 25%, 1 IN-CLASS TEST 25%, FINAL EXAM 25% = 100%):

PREREQUISITES:

GRADUATE CROSS-LISTED COURSE

CO-LOCATION - UNDERGRADUATE EXCLUSION

DEPARTMENT:
COURSE NUMBER & TITLE:

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COURSE NUMBER & TITLE:

FORMAT (E.G. LECTURE, SEMINAR, DISCUSSION, LAB, ETC.):

HOURS PER WEEK - LECTURE: LAB: TUTORIAL: FOR NUMBER OF WEEKS:

6. CHECKLIST OF REQUIRED INFORMATION

IN COMPLETING THE APPLICATION, PLEASE ENSURE THE FOLLOWING ATTACHMENTS ARE PROVIDED:
FOR SUBMISSION IN NAVIGATOR, THOSE DOCUMENTS MUST BE UPLOADED WITH THE COURSE DETAILS.

ATTACHMENTS

- COVER LETTER FOR APCC DESCRIBING THE RATIONALE FOR THE COURSE AND CONFIRMING THAT THE PROPOSED COURSE OR CHANGES HAVE BEEN APPROVED AT THE DEPARTMENT, GSC AND FACULTY LEVEL.
SEE: [https://cdn.dal.ca/content/dam/dalhousie/pdf/fgs/faculty/APCC_Guide%20 Course Proposals.pdf](https://cdn.dal.ca/content/dam/dalhousie/pdf/fgs/faculty/APCC_Guide%20Course_Proposals.pdf)
- FULL COURSE SYLLABUS FOLLOWING DALHOUSIE'S SYLLABUS POLICY (INCLUDING JUSTIFICATION, RELATIONSHIP TO OTHER COURSES, METHOD OF EVALUATION, EVALUATION RUBRICS, DETAILED TOPIC-BY-TOPIC COURSE OUTLINE, AND READING LISTS).
SEE: https://www.dal.ca/dept/university_secretariat/policies/academic/syllabus-policy.html
- AN ASSESSMENT BY A LIBRARIES' SUBJECT SELECTOR OF LIBRARY RESOURCES IS REQUIRED FOR ALL NEW COURSES OR FOR CROSS-LISTED GRADUATE COURSES AND UNDERGRADUATE EXCLUSIONS. THIS USUALLY TAKES APPROXIMATELY 2 WEEKS.
- FOR CROSS-LISTED COURSES/CO-LOCATION:
 - A) APPROVAL OF CHAIR OR GRADUATE COORDINATOR FROM OTHER UNIT WITHIN WHICH COURSE WILL BE CROSS-LISTED.
 - B) IF AN CO-LOCATION WITH AN UNDERGRADUATE COURSE, EXPLAIN THE SEPARATE STANDARDS OF EVALUATION METHODS FOR GRADUATE STUDENTS; INCLUDE PERCENTAGE OF TOTAL VALUE ASSIGNED TO EACH COMPONENT. IF ESSAYS ARE REQUIRED, INDICATE TYPE OF ASSIGNMENT AND RESEARCH EXPECTATIONS.

7. DEPARTMENTAL APPROVAL

CHAIR/DIRECTOR/GRADUATE COORDINATOR SIGNATURE DATE

8. GRADUATE STUDIES APPROVAL

CHAIR OF GSC SIGNATURE DATE

9. FACULTY COUNCIL APPROVAL

CHAIR OF COUNCIL SIGNATURE DATE

ONCE ALL SIGNATURES ARE OBTAINED, THIS FORM IS TO BE RETURNED TO THE HOME DEPARTMENT'S GRADUATE OFFICE BY THE CHAIR OF GSC AND THE DEPARTMENTAL GRADUATE COORDINATOR. THE INFORMATION IS THEN TO BE ENTERED IN NAVIGATOR, WITH THE REQUIRED DOCUMENTS UPLOADED. THIS FORMS SHOULD BE KEPT (PAPER OR ELECTRONICALLY) ON FILE IN THE HOME DEPARTMENT FOR ANY FUTURE REFERENCE.