



1. Will this new course affect a current program? Yes No
 If "yes", has a Program Revision Form been submitted concurrently? Yes No

2. Teaching Department:

3. Administering Faculty/Unit:

6. Responsible Instructor

4. Campus (Downtown, Macdonald, Off Campus, Distance Ed, Other – specify)

5. Effective Term of Implementation (Ex. Sept. 2004 = 200409)

Term:

7. Course Title (Limit 30 Characters) - required for all courses:

9. Course Title to Appear in the Calendar (optional) (Limit 59 characters):
 Note: This can ONLY be an expansion of word(s) abbreviated in the 30 character course title above.

10. Credit Weight (or CEU's for non-credit CE courses):

8. Course Number(s)
 Indicate course number & the number of terms spanned: (tick all that apply)

Subject/course number:

- Course(s) Span:
- 1 term
 - 2 consecutive terms (D1, D2)
 - 2 non-consecutive terms (N1, N2)
 - 3 consecutive terms (J1, J2, J3)

11. Rationale for new course

12. Course Description (as it will appear in the Calendar [maximum 50 words]):
(N.B. Faculty of Medicine must append complete course outline)

13. Supplementary information to appear in the Calendar in addition to the course description.
 Such as: equivalent course(s), contact hours, enrolment limitations, language of instruction etc.
 Please enter the information as it should appear in the calendar notes.

14. Schedule Types(s):
 (Enter all that apply – see course guidelines for a complete list.)
 (i.e. Lecture, Labs, Tutorial)

Hours per Week	Hours per Week	Hours per Week
_____ <input style="width: 50px; height: 20px;" type="text"/>	_____ <input style="width: 50px; height: 20px;" type="text"/>	_____ <input style="width: 50px; height: 20px;" type="text"/>
_____ <input style="width: 50px; height: 20px;" type="text"/>	_____ <input style="width: 50px; height: 20px;" type="text"/>	_____ <input style="width: 50px; height: 20px;" type="text"/>
		Total Hours per Week: <input style="width: 50px; height: 20px;" type="text"/>
		Total Number of Weeks: <input style="width: 50px; height: 20px;" type="text"/>

15. Projected Enrolment:

16. Required text and/or preliminary reading list sent to library?

Yes No

17. Prerequisite(s) (Courses or Tests)
 Specify course number(s) or name(s) of test(s):

If the student does not have a prerequisite should web registration be blocked?

Yes No

If "Yes" complete A and B:

A. Indicate minimum grade or test score(s) the student must attain in prerequisite course(s) or test(s):

B. Can the prerequisite course(s) or test(s) be taken in the same term as this course?

Yes No

18. Corequisite(s) Course Number(s):
 Specify course number(s) and title(s):

If the student does not register for the corequisite in the same term should web registration be blocked?

Yes No

19. Restriction(s):

20. Consultation Reports Attached

Yes N/A

21. Additional Course Charges (must be approved by the Fee Policy Committee)

Description of Fee (e.g. screening fee)	Amount
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

22. Requires Teaching, Physical, or Financial Resources Not Currently Available (attach explanation)

Yes No

INFORMATION FOR ADMISSIONS, RECRUITMENT & REGISTRAR'S OFFICE		
<i>To be completed by the Faculty</i> Slot Course: <input type="checkbox"/> Yes <input type="checkbox"/> No Thesis Component: <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>To be completed by ARR</i> CIP Code <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<i>For Continuing Education Use</i> CE Admin. Unit : <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> CE Non-Grant Courses: <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> Flat Rate: CdnFlat Rate: <input type="checkbox"/> Yes <input type="checkbox"/> N/A

23. Approvals:						
Routing Sequence	Departmental Meeting	Departmental Chair	Other Faculty	Curric/Academic Committee	Faculty	SCTP
Name	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Signature	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Date	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Departmental Contact Person (name/phone/email)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>					