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|  | **New Course** **Proposal & Creation Form** |

1**. Approval by Department Head or Dean**

1.1 College or School with academic authority:

1.2 Department with academic authority:

1.3 Term from which the course is effective:

2. **Information required for the Catalogue**

2.1 Label & Number of course:

2.2 Academic credit units:

2.3 Course Long Title (maximum 100 characters):

 Course Short Title (maximum 30 characters):

2.4 Total Hours: Lecture Seminar Lab Tutorial Other

2.5 Weekly Hours: Lecture Seminar Lab Tutorial Other

2.6 Term in which it will be offered: T1 T2 T1 or T2 T1 and T2

2.7 Prerequisite:

If there is a prerequisite waiver, who is responsible for signing it?

D – Instructor/Dept Approval

H – Department Approval

I – Instructor Approval

2.8 Catalogue description (150 words or less):

2.9 Do you allow this course to be repeated for credit?

3. **Please list rationale for introducing this course:**

4. **Please list the learning objectives for this course:**

5. **Impact of this course**

 Are the programs of other departments or Colleges affected by this course?

 If so, were these departments consulted? (Include correspondence)

 Were any other departments asked to review or comment on the proposal?

6. **Other courses or program affected** (please list course titles as well as numbers)

6.1 Courses to be deleted?

6.2 Courses for which this course will be a prerequisite?

6.3 Is this course to be required by your majors, or by majors in another program?

7. **Course outline**

 (Weekly outline of lectures or include a draft of the course information sheet.)

8. **Enrolment**

8.1 Expected enrollment:

8.2 From which colleges?

9. **Student evaluation**

 Give approximate weighting assigned to each indicator (assignments, laboratory work, mid-term test, final examination, essays or projects, etc.)

 9.1 How should this course be graded?

C – Completed Requirements

*(Grade options for instructor: Completed Requirements, Fail, IP In Progress)*

N – Numeric/Percentage

*(Grade options for instructor: grade of 0% to 100%, IP in Progress*)

P – Pass/Fail

*(Grade options for instructor: Pass, Fail, In Progress)*

S – Special

 *(Grade options for instructor: NA – Grade Not Applicable) If other, please specify:*

 9.2 Is the course exempt from the final examination?

10.  **Required text**

 Include a bibliography for the course.

11. **Resources**

11.1 Proposed instructor:

11.2 How does the department plan to handle the additional teaching or administrative workload?

11.3 Are sufficient library or other research resources available for this course?

11.4 Are any additional resources required (library, audio-visual, technology, etc.)?

12. **Tuition**

12.1 Will this course attract tuition charges? If so, how much? (use [tuition category](http://students.usask.ca/current/paying/tuition.php))

12.2 Does this course require non-standard fees, such as materials or excursion fees? If so, please include an approved “Application for New Fee or Fee Change Form” <http://www.usask.ca/sesd/info-for-instructors/program-course-preparation.php#course-fees>

**Detailed Course Information**

**1. Schedule Types**

Please choose the Schedule Types that can be used for sections that fall under this course:

**Code Description Code Description**

CL Clinical PRB Problem Session

COO Coop Class RDG Reading Class

FLD Field Trip RES Research

ICR Internet Chat Relay ROS Roster (Dent Only)

IHP Internet Help SEM Seminar

IN1 Internship - Education SSI Supervised Self Instruction

IN2 Internship - CMPT & EPIP STU Studio

IN3 Internship - General SUP Teacher Supervision

IND Independent Studies TEL Televised Class

LAB Laboratory TUT Tutorial

LC Lecture/Clinical (Dent Only) WEB Web Based Class

LEC Lecture XCH Exchange Program

LL Lecture/Laboratory (Dent Only) XGN Ghost Schedule Type Not Applicable

MM Multimode XHS High School Class

PCL Pre-Clinical (Dent Only) XNA Schedule Type Not Applicable

PRA Practicum XNC No Academic Credit

**2. Course Attributes**

Please highlight the attributes that should be attached to the course (they will apply to all sections):

2.1 NOAC No Academic Credit

0 Credit Unit courses that possess “deemed” CUs (Called Operational Credit Units). NOAC causes the system to roll 0 academic credit units to academic history.

2.2 For the College of Arts and Science only: To which program type does this course belong?

 FNAR Fine Arts

 HUM Humanities

 SCIE Science

 SOCS Social Science

 ARNP No Program Type (Arts and Science)

Does this course satisfy one of the official college requirements:

 ELWR – English Language Writing Requirement

 ILRQ – Indigenous Learning Requirement

 QRRQ – Quantitative Reasoning Requirement

**3. Registration Information (Note: multi-term courses cannot be automated as corequisites)**

3.1 Permission Required:

3.2 Restriction(s): course only open to students in a specific college, program/degree, major, year in program

3.3 Prerequisite(s): course(s) that must be completed prior to the start of this course

3.4 Prerequisite(s) or Corequisite(s): course(s) that can be completed prior to or taken at the same time as this course

3.5 Corequisite(s): course(s) that must be taken at the same time as this course

3.6 Notes: recommended courses, repeat restrictions/content overlap, other additional information

**4. List Equivalent Course(s) here:**

An equivalent course can be used in place of the course for which this form is being completed, specifically for the purposes of prerequisite and degree audit checking. Credit will be given for only one of the equivalent courses.

4.1 If this is a recently-repurposed course number, please list the courses that are no longer considered to be equivalent:

\***Please note**: If the equivalent courses carry an UNEQUAL number of credit units, DegreeWorks will automatically enforce the following, unless otherwise stated:

* If a 3 credit unit course is considered to be equivalent to a 6 credit unit course, it will fulfill the 6 credit unit requirement and the student will not have to complete another 3 credit units toward the overall number of required credit units for the program.
* If a 6 credit unit course is considered to be equivalent to a 3 credit unit course, ALL 6 of the credit units may be used to fulfill the 3 credit unit requirement.

**5. List Mutually-Exclusive Course(s) here:**

Mutually exclusive courses have similar content such that students cannot receive credit for both.

5.1 If this is a recently-repurposed course number, please list the courses that are no longer considered to be mutually exclusive:

**\*Please note:** SiRIUS cannot enforce a situation where the exclusion goes only one way.

**6. Additional Notes:**