



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 What is the maximum enrolment number for this course? And from which colleges?

8.2 For room bookings, please indicate the maximum estimated room size required for this course:

- 10-50
- 50-90
- 90-130
- 130+

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)

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
LAB	Laboratory	TUT	Tutorial
LC	Lecture/Clinical (Dent Only)	WEB	Web Based Class
LEC	Lecture	XCH	Exchange Program
LL	Lecture/Laboratory	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: