New Graduate Course Proposal Form

FACULTY OF SCIENCE

The following information is required for all new course proposals. Provide evidence of consultation, where appropriate. To facilitate the review/approval process, please use the headings below (and omit the italicized explanations below each heading).

All new course proposals must include a library statement.

**1. Graduate Program:**

**2. Responsible Unit:**  
*Unit responsible for the course, e.g., Faculty Departments.*

**3. Subject Code (Rubric) and Course Number:**

**4. Credit Value:**

**5. Long Course Title:**

**6. Short Course Title:**   
*This is the title that will appear on University documents where space is limited, such as transcripts and lecture schedules. The short course title may be a maximum 40 characters, including punctuation and spaces.*

**7. Effective Term/Calendar Year:**

**8. Language of Instruction:**

**9. Mode of Delivery:**

*More than one mode can be designated.*

**10. Calendar (Short) Course Description:**  
*This is the description of the course as it will appear in the University course repository and related publications. Calendar (short) course descriptions should be written in the present tense and may be a maximum of 60 words. Please include information with respect to any pre-/co-requisites and/or cross-listing or integration in the course description.*

**11. Expanded Course Description:**  
*This is the detailed course description that will be published in course outlines, program handbooks, etc. Expand upon the short description in order to give academic approval committees a full and clear sense of the aims and objectives of the course and the types of materials it will cover.*

**12. Course Learning Outcomes:**  
*(Necessary for Quality Assurance approval and cyclical program reviews)*  
*What will students be able to do upon completion of this course specifically?*

**13. Rationale:***Please indicate how the proposed course will contribute to the academic objectives of the program. Please provide a description of the learning outcomes/objectives for the course. As well, please indicate the relationship of the proposed course to other existing options, particularly with respect to focus/content/approach. If overlap with other existing courses exists, please indicate the nature and extent of consultation that has taken place. Additionally, please append the graduate program’s existing learning outcomes as a separate document.*

**14. Evaluation:***Please supply a detailed breakdown of course requirements, including the type and percentage value of each assignment. The expectation is that course assignments can normally be accomplished within the course period. If applicable, details regarding expectations and corresponding grading requirements with respect to attendance and participation should be provided.*

**15. Integrated Courses:***Graduate courses may be integrated only with undergraduate courses at the 4000-level, where it is understood that 4000-level indicates an advanced level. Graduate students will be expected to do work at a higher level than undergraduates. If the proposed course is to be integrated, please provide a grading scheme that clearly differentiates between the work that undergraduate and graduate students perform, including a description of how the work performed by graduate students is at a higher level. As well, please indicate the course information for the undergraduate course (i.e., Faculty/unit/course number/credit value) and include a statement from the relevant undergraduate chair or undergraduate director indicating agreement to the integration.*

**16. Cross-listed Courses:***Cross-listed courses are offered between two or more graduate programs. For cross-listed courses, please include a statement of agreement from the director of the other graduate program(s).*

**17. Enrolment Notes:***Is the course limited to a specific group of students; closed to a specific group of students; and/or if there is any additional information necessary for the student to know before enrolling.*

**18. Faculty Resources:***Provide the names of faculty members in your program qualified to teach this course. Stipulate the frequency with which you expect this course to be offered, including the impact that this course will have on faculty resources.*

**19. Physical Resources:**   
*Please provide a statement regarding the adequacy of physical resources (equipment, space, labs, etc.), including whether or not additional/other physical resources are required and how the need for these additional/other physical resources will be met.*

**20. Bibliography and Library Statement:***Please provide an appropriate and up-to-date bibliography in standard format. A statement from the University librarian responsible for the subject area certifying that adequate library resources are available for the new course must be provided.*

Please submit completed forms and required supporting documentation by email to Joanne Sequeira, <sequeira@yorku.ca>