**New Course Proposal (Template)**

**1. Type of proposal.** *Indicate whether you intend this course to become a regular offering, or if it is a Special Topics course, to be offered only once. Regular courses require Senate approval; Special Topics courses are approved by SCC.*

**2. Course name and proposed number.** *Ensure that the proposed course number does not conflict with that of a recently retired course. (Numbers are subject to final approval by the Registrar.) Please add an abbreviated title of no more than 30 characters for timetabling and transcripting purposes.*

**3. Calendar description**. *Provide a short, precise description of the course content (maximum 75 words). Be sure to indicate any pre-requisite or co-requisite courses. Please note: descriptions which are wordy or confusing will be returned to the Department or Programme for revision, which will delay approval of the course.*

**4.** **Theme or Category Grouping.** *If the course should be included under a theme or category grouping in the Calendar, indicate the grouping to which it belongs*.

**5. Impact on Programme Requirements.** *If this course should be added to lists of requirements or options for the Minor, Major, or Honours programmes in the Calendar, indicate where the changes should be made*.

**6. Cross-listing.** *If you wish the course to be cross-listed, indicate so in your proposal, and append written approval from the relevant Department Chair(s).*

**7.** **Rationale for the course.** *Identify the role the course will play in the Department’s curriculum: for example, indicate if it will be required or elective, and if it will replace another course, or alternate with another course. If applicable, indicate how the proposed course fulfills the recommendations of the last external review and the subsequent Senate decisions. Finally, indicate whether or not the course is related to or will potentially compete with a course in another discipline.*

**8. Instructor’s name.** *Indicate the members of the department/programme qualified to teach the course. Outline other relevant staffing implications for the course.*

**9. Course description.** *This should consist of a longer, more detailed description of the course contents and process (including course content and teaching methods) suitable for inclusion in a course outline.*

**10. Evaluation system.** *List the type of assignments on which students will be evaluated, including the percentage value of each assignment towards the final grade.*

**11. Possible course texts and other materials.**

**12. Bibliography**. *The bibliography should indicate (\*) which of the books and/or other resources listed are already available in the Harriet Irving Library.*