DEFINITIONS – NEW COURSE PROPOSAL FORM

A. NEW COURSE DETAILS

Level of Study	Indicator distinguishing undergraduate courses from graduate courses
Course Level	The year-level associated with the course where 100 / 1000 = 1st year, 200 / 2000 = 2nd year, etc.
Start Term	The first term in which a new course will be offered (Spring, Summer, Fall, or Winter)
Start Year	The first year in which a new course will be offered
Faculty/School	The Faculty/School proposing the new course
Department	The specific department proposing the new course
Subject Identifier	The 4-letter code that serves as a visual identifier of the course's general subject matter (i.e., ANTH = Anthropology)
Course Title	The title of the new course
Course Short Title	The course title abbreviated to accommodate the registration system's maximum of 30 characters This title will appear in registration guides and on transcripts.
Credit Hours	The number of credit hours of the proposed course
Term Duration	The number of terms required to complete the course (i.e., is it a one-term or both-term course?)
Course Type	Description of the specific course type:

Course Type	Definition	Some Examples
Administrative	Placeholder entry that serves an administrative function only; no actual academic activity involved	Future Graduate Thesis continuing registration "course", MELS full-time registration placeholder "course"
Clinical*	Required activity, authorized by the University, in which students participate in hands-on, applied health care training	Health Studies practicums
Field School	Intensive, short-term activity in which teaching and learning occurs off-campus in a location/context relevant to the discipline and in which students work together, under supervision and with instruction, to apply theories and concepts to practical situations	Archaeology Field School
Hands On Training*	Activity, other than clinical/practicum activities, internships/externships, laboratories, and field schools in which teaching and learning occurs in an applied, "hands-on" manner.	Individual Music lessons, Music ensembles, Fine Arts studio courses
Internship/ Externship*	Required or optional activity, other than clinical/practicum activities, authorized by the University, in which students participate in a work/professional experience to gain future occupation-related skills. Students are usually remunerated for their work during these experiences.	Co-op work terms
Lab*	Applied instruction, often involving specialized equipment/materials, that is co-requisite with a companion, theory-based course	Science labs
Lecture*	Activity in which teaching and learning occur primarily through dissemination, discussion, and analysis of course content; includes "flipped classroom", seminar-style, and other pedagogies	Most courses where hands-on activity is not the central feature
Practicum*	Required activity, authorized by the University, in which students participate in applied training within a professional setting related to the discipline offering the activity	Education practicums
Thesis	Undergraduate or graduate activity, usually involving original research, that serves as the capstone element of some degree programs	Undergraduate Honours theses; all graduate thesis courses
Topics/Tutorials	Personalized instruction provided to an individual upper-level student based on the student's interests and/or outstanding graduation requirements; offerings require special approval of department and Dean due to workload implications	Many third & fourth year Arts & Science courses with "Topics" in the title
Transfer	Reserved for credit transferred from other post-secondary institutions that does not have a direct course equivalent but counts as unallocated credit within a particular discipline/faculty	ANTH 1000 - Anthropology 1000-Level Unallocated

* These are hard-coded entries in the new software system we have purchased that cannot be re-named.

Hrs/wk	Number of hours per week students will spend in the classroom/studio, etc. for the proposed course
Lab hrs/wk	Number of hours per week students will spend in an associated laboratory for the proposed course
Prerequisite(s)	Specific requirements that must be met **before** a student is eligible to take the proposed course
Corequisite(s)	Specific requirements that must be met **at the same time** that the student is taking the proposed course (most typically occurs where two specific courses must be taken at the same time)
Antirequisite(s)	Specific condition that, if met, prevents students from registering for a course (most typically occurs where students should not be permitted access to a particular first-year or 090 course if they successfully completed a specific high school course in the same subject area)
Cannot Be Held With	Specific course(s) for which students should not hold/retain credit if they take the proposed course
Cross-Listed With	Where agreement has been made with another department to have the proposed course recognized by that department towards its major/minor requirements, the other department's associated course number must be listed in this field.
Cross-List Dept Approval	The date on which the other department approved cross-registration of the proposed new course.
Include Course In:	
Required major courses	If this box is checked, the proposed course will be included in the list of core, required courses for the major (courses that all students in the major must take)
Required minor courses	If this box is checked, the proposed course will be included in the list of core, required courses for the minor (courses that all students in the minor must take)
Major group/area/"plus" list	If this box is checked, the proposed course will be included in the specified group/area/"plus" list of courses for the major
Minor group/area/"plus" list	If this box is checked, the proposed course will be included in the specified group/area/"plus" list of courses for the minor
Additional Information/ Clarification	A space reserved to provide any additional proposed course details that could not be captured or explained fully in the fields above.

B. NEW COURSE CALENDAR INFORMATION

Calendar Description	A text description of the course exactly as it should appear in the appropriate academic calendar
Calendar Placement	A listing of all the places that the proposed course should appear in the next year's academic calendar, being as detailed as possible. It is helpful to make reference to specific page numbers, tables, section headings, etc. in the current calendar.