

University of Toronto

Minor Modification Proposal:

New Graduate Courses or

Changes to Existing Graduate Courses

This template should be used to: create a new graduate course; reactivate a closed/deactivated course; rename an existing course; renumber an existing course; etc.

If you have questions while you are filling out this document, please contact your Dean’s Office.

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| Graduate Department/Unit/Centre/Institute  For courses offered by collaborative specializations, list supporting unit. |  |
| Faculty/academic division |  |
| Dean’s Office contact |  |

Part 1: ROSI

**Please complete this section. The data will be used to complete the ROSI record.**

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| New Course—fill out all fields | |
| Course designator and number (e.g., HIS 5XXXH) |  |
| FCE weight (e.g., 0.5, 1.0) |  |
| **Full course title for transcript** (max 60 characters) |  |
| Abbreviated title (max 30 characters) |  |
| Available via Student Web Services (yes or no) |  |
| Course type (regular, modular, continuous or extended) |  |
| Evaluate\* function in ROSI used by unit (yes or no)  \*university’s online course evaluation system |  |
| Online course (yes or no) |  |
| Required course (yes or no) |  |
| Grading scale (letter grades or CR/NCR) |  |
| Course prerequisites; if yes, please list  (e.g., HIS 5XXXH) |  |
| Course credit exclusions; if yes, please list  (e.g., HIS 5XXXH) |  |
| Or Changes to an Existing Course fill out applicable fields | |
| Current course designator and number (required) (e.g., HIS 5XXXH) |  |
| Deactivated course designator, number and weight (e.g., HIS 5XXXH) |  |
| Splitting or amalgamating courses  (list course designators, numbers and weights) |  |
| New designator and number (e.g., HIS 5XXXH) |  |
| New/renamed full course title for transcript  (max 60 characters) |  |
| New/renamed abbreviated title  (max 30 characters) |  |
| New FCE weight of an elective course (e.g., 0.5, 1.0) |  |
| Change to grading scale (from letter grades to CR/NCR or vice versa) |  |
| Change to course type (from regular to continuous, modular, extended, etc.) |  |

Effective Date

**Required Field—Effective date must be September 1, January 1 or May 1 and not retroactive.**

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Part 2: Other Changes to Existing Courses

**Optional Field—This section may be used to describe other types of changes to existing courses your Faculty/Division tracks.**

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Part 3: New Course Documentation

**For Faculty/Divisional approval of new courses, please append the approved course documentation, or complete the template below.**

Course Description

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Academic Rationale

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| Briefly indicate the reason for creating the course, and its place in the unit. |

Learning Outcomes (if applicable)

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| This section may be required by your Dean’s Office. |

Similarity/Overlap With Other Courses & Consultation

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Resource Requirements (if required)

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| Indicate what, if any, additional resources are required for the course. |

Governance Approval

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| Unit Sign-Off  (Committee name and meeting date) |  |
| Faculty/Division Council (or delegated body) approval, if applicable (name and date) |  |