# New Undergraduate Course Proposal

This template can be used to draft proposals for new undergraduate courses. When the proposal is ready, input the final content into Curriculum Manager (CM) to submit for governance review. For access to CM, or if you have any questions, contact your department administrator or [the Programs & Curriculum team](https://www.utsc.utoronto.ca/vpdean/programs-curriculum-overview) in the Dean’s Office.

* Additional guidelines for each field are provided as endnotes.
* Some fields have been pre-filled with default options where they apply to all courses.
* This template includes only fields relevant for UTSC course proposals. Additional fields that appear in CM should be left blank.

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|  |  |
| --- | --- |
| Version Start Session:[[1]](#endnote-1)  e.g. Fall 2023 |  |
| Pilot:[[2]](#endnote-2) | Yes  No |

## Course Code and Title

|  |  |
| --- | --- |
| Course Code:[[3]](#endnote-3) |  |
| Course Title: |  |
| Level of Instruction: | Undergraduate |

## Responsibility

|  |  |
| --- | --- |
| Division: | University of Toronto Scarborough |
| Unit: |  |

## General Information

|  |  |
| --- | --- |
| Campus: | Scarborough |
| Alias Course Number:[[4]](#endnote-4) |  |
| Jointly Offered with Course(s):[[5]](#endnote-5) |  |
| Credit Value:[[6]](#endnote-6) | Fixed = the value will not change (*default*) |
| Fixed Credit Value:[[7]](#endnote-7) | 0.5 credit (H)  1.0 credit (Y) |

## Governance Routing

|  |  |
| --- | --- |
| Proposal Divisional Review[[8]](#endnote-8) | This proposal requires full divisional review (*default*) |
| Inclusion in Program Field:[[9]](#endnote-9) | This proposal/change triggers modifications in your unit   This proposal/change has no impact on programs |

## Content

|  |  |
| --- | --- |
| Course Calendar Description:  keep description clear and concise; do not use bullets or formatted lists |  |

## Requisites

|  |  |
| --- | --- |
| Prerequisites:[[10]](#endnote-10) |  |
| Corequisites:[[11]](#endnote-11) |  |
| Exclusions:[[12]](#endnote-12) |  |
| Recommended Preparation Courses:[[13]](#endnote-13) |  |
| Enrolment Limit:[[14]](#endnote-14) |  |
| Non-curricular Note:[[15]](#endnote-15) |  |

## Breadth and Distribution

|  |  |
| --- | --- |
| Breadth Requirement Division | University of Toronto Scarborough |
| Breadth Requirements:  (select one) | Arts, Literature & Language  History, Philosophy & Cultural Studies  Social & Behavioural Sciences  Natural Sciences  Quantitative Reasoning |

## University of Toronto Scarborough – Divisional Data

|  |  |
| --- | --- |
| Learning Outcomes:[[16]](#endnote-16) |  |
| Topics Covered:  (point form is acceptable) |  |
| Methods of Assessment:[[17]](#endnote-17) |  |

## Delivery

|  |  |
| --- | --- |
| Mode of Delivery:[[18]](#endnote-18)  see note for guidelines on Mode of Delivery policy | In Class  Online  Hybrid |
| Language of Instruction:  a note on language of instruction may be included in the Rationale field | English  French  English and French  Other  English and Other |
| Course Experience:[[19]](#endnote-19)  used to categorize courses designated as Experiential Learning (EL); if there is no EL component, leave blank | Partnership-Based Experiences  Professional Work Term  University-Based Experiences |

## Grading and Enrolment Details

|  |  |
| --- | --- |
| Grading:[[20]](#endnote-20)  (Standard Grading is the default option) | Standard Grading per the University Assessment and Grading Practices Policy (*default*) |
| Enrolment Options:  (allowing Credit/No Credit is the default option) | Credit/No Credit (*default*) |
| Repeatable for Credit: | Course may not be repeated for credit (*default*) |

## Administrative Information

|  |  |
| --- | --- |
| Section:  (the [Calendar section(s)](https://utsc.calendar.utoronto.ca/calendar-sections) where the course appears) |  |
| Online Course Evaluation:[[21]](#endnote-21) | Exclude this course from Online Course Evaluations |
| ACORN Availability:[[22]](#endnote-22) | Exclude this course from student self-enrolment in ACORN |

## Proposal Questions - General

|  |  |
| --- | --- |
| Rationale:[[23]](#endnote-23)  why is this course being proposed? |  |
| Overlap of course content with current courses offered by other departments or programs?[[24]](#endnote-24) |  |
| Consultation Undertaken:[[25]](#endnote-25)  (DCC and RO dates are required) | Proposal approved by DCC: [date] Course code approved by Office of the Registrar: [date] |
| Resources Required:[[26]](#endnote-26) |  |
| Parts of a Program Proposal:[[27]](#endnote-27) |  |
| Programs of study for which this course might be suitable:[[28]](#endnote-28) |  |
| Estimated Enrolment: |  |
| Instructor:[[29]](#endnote-29) |  |
| Additional Course Documents:[[30]](#endnote-30) |  |

# Template Notes & Guidelines

1. Please select the session and year the new course will become available to students. Normally this will be the Fall term of the upcoming academic year (i.e. Fall 2023). [↑](#endnote-ref-1)
2. A pilot course is a course that an academic unit is testing for a limited period of time. A pilot course will have a specific end date. [↑](#endnote-ref-2)
3. All new course codes must first be approved by the Registrar’s Office. It is the responsibility of the academic unit to request this approval. [↑](#endnote-ref-3)
4. If the proposed course will be double or triple numbered with another UTSC course (whether new or existing), add the partner course code(s) here. [↑](#endnote-ref-4)
5. If the proposed course will be jointly offered with a graduate course, add the partner course code here. [↑](#endnote-ref-5)
6. UTSC undergraduate courses will normally have a “Fixed” value. If you choose “Variable”, you must provide a compelling rationale for this. [↑](#endnote-ref-6)
7. For courses with a “Fixed” credit value, please indicate the decimal value for the course, i.e. 0.5 (H) or 1.0 (Y). [↑](#endnote-ref-7)
8. Proposals requiring “full divisional review” will be forwarded to the UTSC Academic Affairs Committee for approval (this is the default for new courses). Proposals requiring “abbreviated divisional review” will be forwarded to Committee for information only. [↑](#endnote-ref-8)
9. If the course will be added as an explicit requirement or option to any of your programs select the “triggers modifications” box. Otherwise, select the “no impact on programs” box. [↑](#endnote-ref-9)
10. A prerequisite is a course, or other qualification, that students MUST pass prior to enrolling in this course. If any of the prerequisites are from other academic units, you must provide evidence of consultation with that unit. [↑](#endnote-ref-10)
11. A co-requisite is a course, or other qualification, that students must take the same time as this course, or have already passed. If any of the co-requisites are from other academic units, you must provide evidence of consultation with that unit. [↑](#endnote-ref-11)
12. An exclusion is a course that has significant overlap with this course.; students who have passed an excluded course, may not take this course for credit. Units should include courses taught at the Faculty of Arts and Science and UTM. [↑](#endnote-ref-12)
13. Recommended Preparation are courses, or other qualifications, beyond the prerequisites/co-requisites that are beneficial to students taking this course; for example, specific high school courses. [↑](#endnote-ref-13)
14. An enrolment limit is the maximum number of students that can be admitted to this course. If you are requesting an enrolment limit on this course, please include an explanation in your rationale. [↑](#endnote-ref-14)
15. Any additional, non-curricular information, e.g., a priority statement for students in specific programs. [↑](#endnote-ref-15)
16. Learning outcomes define what students will know, and be able to do, after successful completion of the course. They include both general skills such as communication, and subject-specific objectives such as statistical analysis. To fill out this field, describe the expected learning outcomes for the course and indicate how the course learning outcomes will support program learning outcomes (be specific). [↑](#endnote-ref-16)
17. In your description of the methods of assessment, indicate how they will support the course learning outcomes. [↑](#endnote-ref-17)
18. Academic units MUST select one mode of delivery. Please see the [Mode of Delivery Guidelines](https://www.vpacademic.utoronto.ca/academic-change/academic-change-processes/changing-mode-of-delivery/) for more information. If you select more than one Mode of Delivery (if the course has different sections offered in different modes, for example) please explain why in the Rationale field below.

    “In Class” = The majority of instruction is delivered in-class (e.g. lectures, seminar discussion, midterms etc.). In-class courses may include some online elements (e.g. flipped classroom tools, online discussion boards, online office hours).

    “Online” = All of the instructional interaction occurs without the student and instructor being in the same physical location. When a course is delivered predominantly online, assessments are normally also conducted and submitted online.

    “Hybrid” = is designed such that face-to-face teaching time is reduced, but not eliminated. A course is considered to be hybrid if at least one-third of scheduled class time is replaced by online activities. Assessments for hybrid courses may be conducted in-person and/or online. [↑](#endnote-ref-18)
19. Experiential Learning component categories:

    “Partnership-Based Experiences” = All students complete a course requirement through supervision or engagement with an organization or individual external to the University or the course (e.g., internship within U of T).

    “Professional Work Term” = All students complete a full-time work experience (on or off-campus) without the integration of academic content and assessment by a U of T course instructor (e.g., Co-op work term)

    “University-Based Experience” = All students engage solely with the course instructor(s) to achieve course learning outcomes. [↑](#endnote-ref-19)
20. When a letter grade is assigned to a course the grading is “Standard Grading as per the University Assessment and Grading Practices Policy”; most UTSC courses will use the “Standard Grading” option. When an alternative grading scale, such as CR/NCR (Credit/No Credit) or H/P/F (Honours/Pass/Fail), is being used to grade ALL students in the course, the grading is “Override default grading,” and the appropriate check box (H/P/F or CR/NCR) is ticked. Note that if you select an alternative grading scale for the new course, you will need to explain why in your rationale. [↑](#endnote-ref-20)
21. If a course is excluded from online course evaluations, please explain why in the Rationale field below. [↑](#endnote-ref-21)
22. If a course is excluded from student self-enrolment in ACORN, please explain why in the Rationale field below. [↑](#endnote-ref-22)
23. Clearly and concisely explain why this course is being proposed (i.e. to fill a gap in the current curriculum; in response to an external review, etc.). Guidelines:

    Do not repeat/re-state your course description as your rationale for creating the course.

    Describe how the proposed course fits into the unit’s overall curriculum.

    For which program(s) has the course been designed and what is its role within this/these programs? All new courses must have an EXPLICIT role in supporting the unit’s programs.

    Who this course is going to serve (Specialist students, Major students etc.)?

    Will this new course replace any existing courses (if yes, have you also submitted a proposal to retire that course)?

    Describe any distinctive elements of this new course; are there any similar courses taught in other academic units either at UTSC or elsewhere at the University of Toronto? [↑](#endnote-ref-23)
24. Identify all of the courses that have overlap with this course, with a brief note for each. Consider whether there is sufficient overlap to warrant including the existing courses as exclusions for this course, and whether this course should be added as exclusion to existing courses. [↑](#endnote-ref-24)
25. Describe the consultation regarding the course, including both internal consultation and consultation outside of the academic unit proposing the course. You MUST include the date on which the new course code was approved by the Office of the Registrar and the date on which the proposal was approved by your DCC. Note that all proposals must involve some degree of consultation, even it if it is only within the academic unit. It is never valid to leave the consultation field empty, or respond “N/A.” [↑](#endnote-ref-25)
26. Consider all of the following:

    Whether the course will be taught by regular faculty or by a sessional; if by a sessional, will this be covered by the unit’s existing stipend budgets?

    Whether the course will require TA support; if yes, specify the number of hours and whether this will be covered by the unit’s existing budgets?

    If the course requires new or additional resources for teaching, TA support, equipment or infrastructure, these must be approved by the Dean’s Office before the new course proposal can be sent to governance for approval.

    Whether the course will require any additional equipment or infrastructure support; if yes, will this be covered by the unit’s existing budgets?

    Whether the course will require any ancillary or laboratory fees.

    If the new course requires any ancillary or laboratory fees, these must be approved by the Business Board before the course can be charged to students. This request must be submitted to your departmental Business Officer. Please note, these requests can be submitted only once per year. [↑](#endnote-ref-26)
27. If this course will be added to any of your programs or courses, you must submit a change proposal for each impacted offering. Please list all of the impacted programs and courses (including all programs and courses outside of your academic unit) and confirm that a proposal has been submitted to update the impacted offering(s). [↑](#endnote-ref-27)
28. If there are programs outside of your academic unit that the course is suitable for, indicate this here; you may want to consider sharing the proposal with those units. [↑](#endnote-ref-28)
29. Where possible, indicate the instructor’s name; otherwise indicate whether the course will be taught by regular faculty, or sessional faculty. [↑](#endnote-ref-29)
30. You can attach any supporting documents relevant to the standing record of the course here. Note that this field is distinct from the Additional Proposal Documents field, which is not used. [↑](#endnote-ref-30)