New Course Proposal Form

Schulich School of Business

The following information is required for all new course proposals. 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, course outline and motion document. Provide evidence of consultation, where appropriate.

**1. Responsible Program:**

*E.g., Schulich MBA, BBA, iBBA Program*

**2. Responsible Unit:**  
*Unit responsible for the course, e.g., Faculty Departments (ACTG, FINE).*

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

*E.g., MGMT 5150 or ACTG 2010*

**4. Credit Value:**

*E.g., 1.50, 3.00*

**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:**

*Academic term in which the proposed change will take effect. E.g., Winter 2025*

**8. Language of Instruction:**

**9. 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****.*

**10. 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.*

**11. 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?*

**12. 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 program’s existing learning outcomes as a separate document.*

**13. 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.*

**14. 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/graduate course (i.e., Faculty/unit/course number/credit value) and include a statement from the relevant undergraduate/graduate chair or undergraduate/graduate director indicating agreement to the integration.*

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

**16. 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.*

**17. 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.*

**18. 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.*

**19. 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.*

New Course Proposal Template

(Part B - Schulich Use Only)

1. **Instructors and Faculty Coordinator**

**Initial instructor:**

*Indicate who will be the first instructor for this course.*

**Alternative instructors:**

*Indicate other persons, especially full-time faculty members, who have the ability and interest to teach this course in the future.*

**Course coordinator:**

*Indicate the full-time faculty member who will coordinate this course, in the event it is taught by a part-time instructor or is offered in multiple sections.*

1. **Specializations**

**Primary area or specialization:**

*Indicate the primary area or specialization where the proposed course will be listed in the program handbook.*

**Secondary areas or specializations:**

*List all other areas or specializations where the proposed course will be listed as an elective.*

1. **Student Contact and Enrolment**

**Contact hours:**

*State the number of classroom hours of this course per term. If there is a lab requirement, also state the number of lab hours per term.*

**Maximum enrolment:**

*For core courses, 55. For electives, 45. Any other maximum requires approval from the Associate Dean Academic and explicit endorsement from the Program Committee and Faculty Council.*

**Expected enrolment:**

*State the expected “steady-state” enrolment. It is understood that new courses may take one or two terms to reach this level.*

**Evidence for enrolment expectations:**

*Provide evidence or a rational argument for your enrolment expectations.*

1. **Human Participants Research**

*If any assignment for this course involves Human Participants Research, the course outline should make reference to the Human Participants Research procedures and approval process. Otherwise indicate “N/A”.*

1. **Conditions for Approval**

*If this proposal is for a new elective course, please indicate which one of the following conditions required by Faculty Council applies:*

1. **The Area is deleting courses with at least the same total number of credits.**

*Specify the course or courses being deleted.*

1. **Provide a convincing case for the proposed course.**

*State the reason the program needs this new course and provide evidence that the Area has no elective with student enrolments low enough to warrant deletion. Approval from the ADA will be required.*

**Originator:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |
|  |  |  |
| Name |  | Area or Specialization |

**Supporting Faculty Members**

The course originator should consult with other interested parties and obtain their support. Support should be obtained from other units of the university if their interests are related to this course.

The faculty members whose names appear below (minimum 6) confirm that they have examined this course proposal. They feel it is a worthwhile addition to the SSB curriculum and does not, to their knowledge, significantly duplicate the content of existing courses.

*Name of faculty member Area or Specialization*

*Name of faculty member Area or Specialization*

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*Name of faculty member Area or Specialization*

*Name of faculty member Area or Specialization*

*Name of faculty member Area or Specialization*

**Approvals**

**Area or Specialization:**

I have reviewed this course proposal with the faculty members of this Area or Specialization, and I support the addition of the course to the SSB curriculum.

Signature Date

Name of Coordinator or Director Area or Specialization

**Degree Program:**

I support the addition of the course to the SSB curriculum.

Signature Date

Name of Program Director Program

**Program Committee:**

This course proposal has received the approval of the relevant Program Committee and documentation attesting to the faculty member support for the course has been received and archived by the committee chair.

Signature Date

Name of Committee Chair Committee

***Delete This section once form is complete.***

***Required Attachments:***

* *For changes in the number of credits, course title or course description, please attach the Schulich course outline (which must conform to program norms; see the Program Assistant for details).*
* *For cross-listed / integrated courses, please include a signed statement of agreement from the director of the other course / other degree program.*

***Send to:***

*Send an electronic copy of all forms and attachments, and forward emails of support from other faculty members to the appropriate program committee secretary.*