

APPENDIX 3: GRADUATE COURSE ADDITION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES
Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _____

Signature of Coordinator of Graduate Studies: _____

Submission to which lead Council? ARTS SCIENCE

PART A: PLEASE COMPLETE THE FOLLOWING SECTION:

Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided. Also delete instruction lines 1 – 5, below

(1a) ECON-853*/3.0	(2)	(1b) Applied Econometrics
This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. The course focuses on time series methods that have become popular and widely used in economics. (3)		
PREREQUISITE: ECON-852* or equivalent. (4)		
EXCLUSION: ECON-953* (5)		

1. Course number (1a) and title (1b): The number chosen for this course should not have been used in the past 5 years. The asterisk * is used to denote a one-term graduate course. In order to fit on the student transcript, the course title must be no longer than 30 characters, including spaces.
2. Weight (e.g. 1.5, 3.0, 6.0): The course weight must be consistent with the course content. Generally, a one-term course is weighted at 3.0 credit units.
3. *Calendar* description: This is the description that will appear in the School of Graduate Studies *Calendar*. The maximum length for a *Calendar* description is 350 characters (3a). Remember to include any cost recovery fees that will be borne by the student (3b). If none, omit.

4. Prerequisites: Please list prerequisites; if none, omit.
5. Exclusions: List courses with sufficient content overlap, not only in your plan, but also in other plans. It is the responsibility of the department or program creating a new course to contact other departments or programs that may offer courses with similar content in order to make this assessment. If none, omit.

PART B: Comment on the following, as they apply to the new graduate course. If they do not apply, indicate “not applicable N/A”.

6. Application: Explain how this course will fit into the degree plan requirements. Is this course intended as a requirement or an elective? If this course is to be included in an existing degree plan, please submit a Plan Revisions form as well.
7. Impact (if any) on other courses in your department or program: If the new course will have any impact on other courses offered by your department or program, indicate which courses may be affected, i.e., the course should be added as an exclusion to an existing course, the prerequisites for other courses should change to include the new course, etc. Indicate the changes required.
8. Impact (if any) on other Departments or Programs:
 - a) If the new course will have any impact on plans offered by other graduate departments or programs, please indicate which plans may be affected by this new course, i.e., the course content might overlap with courses offered by another department or program, course prerequisites may be affected etc.,
 - b) Please indicate which departments or programs have been contacted.
9. Timing of Offering: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?
10. Staffing: Provide faculty/staff information for the coming year and foreseeable future.
11. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, TAs, etc. Will any new funds be required for this course? If so, how will these costs be covered? Please include any relevant correspondence.
12. Grading basis: Indicate if this course is graded (ie assigned a grade) or Pass/Fail.
13. Course component(s): What component(s) make up this course (enter Y for any that apply):

Lecture	
Seminar	
Laboratories	
Tutorials	

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____

APPENDIX 4: GRADUATE COURSE REVISION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES
Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _____

Signature of Coordinator of Graduate Studies: _____

Submission to which lead Council? ARTS SCIENCE

PART A: For EACH course revision, COMPLETE THE FOLLOWING SECTION and sections 1 through 4:

Insert the EXISTING *Calendar* description in the box below, and delete the example provided.

EXAMPLE

<p>(1a) (2) (1b) ECON-853*/3.0 Applied Econometrics This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. The course focuses on popular, widely used time series methods and economic examples will often be used as motivation. (3) PREREQUISITE: ECON-852*/3.0 or equivalent. (4) EXCLUSION: ECON-953*/3.0 (5)</p>
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Insert the REVISED *Calendar* description in the box below, and delete the example provided.

EXAMPLE

<p>(1a) (2) (1b) ECON-853*/3.0 Applied Econometrics This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. (3) PREREQUISITE: ECON-852*/3.0 or equivalent. (4)</p>

EXCLUSION: ECON-953*/3.0 (5)

NOTE: ANY change to the current course NUMBER and/or course WEIGHT are to be treated as course additions and/or deletions, not revisions.

Revisions made to any of the information noted above must be submitted to the GCS or GCSSH for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

1. Title change (1b): Provide the new title along with the reason for this change (eg. title does not reflect content, etc.). In order to fit on the student transcript, the course title must be no longer than 30 characters, including spaces.
2. Calendar description change (3): Provide the new description along with the reason for this change. The maximum length for a *Calendar* description is 350 characters.
3. Prerequisite change (4): Provide details and reason for the change(s). If this change affects courses listed in other departments or programs, indicate which department(s) or program(s) have been notified and include copies of the relevant correspondence.
4. Exclusion change (5): Provide details and reason for the change(s). If this change affects courses listed in other departments or programs, indicate that the other department(s) or program(s) have been notified and include copies of the relevant correspondence.

PART B: Comment on the following, as they apply to the revised graduate course. If they do not apply, indicate “not applicable N/A”.

5. Impact (if any) on other departments or programs: If the revised course will have any impact on plans offered by other departments or programs, please indicate which plans may be affected by this revised course, i.e., the course could be included in another plan or the course content might overlap with courses offered by another department or program. Please indicate which Graduate Department(s) or Program(s) have been contacted.
6. Resources: If these changes will affect specific resource requirements in terms of rooms, equipment, computers, TAs., etc., please provide details. Will any new funds be required for these changes? If so how will these costs be covered? Please include any relevant correspondence.

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____

APPENDIX 5: GRADUATE COURSE DELETION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES
Curriculum Submission

DEPARTMENT OR PROGRAM:

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _____

Signature of Coordinator of Graduate Studies: _____

Submission to which lead Council? ARTS SCIENCE

**** If multiple courses are to be deleted for the same reason(s) and impact(s), you may list multiple deletions on this form. Otherwise, submit a separate form for each course**

1. Course number and title: Note that this number may not be reused for five years.

2. Reason for deletion: Provide a detailed rationale for this deletion, eg. staffing, resources, archaism, replacement by new course(s), etc.

3. Impact inside of department or program: How will this deletion affect the Department or Program?

4. Impact outside of department or programs: Will this deletion have any impact on programs offered by other Graduate Departments or Programs and/or students in other Graduate Departments or Programs? If so, please indicate the impact and indicate which departments(s) or program(s) have been contacted **and include copies of relevant correspondence.**

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____

APPENDIX 6: GRADUATE DEGREE PLAN REVISION
FACULTY OF ARTS AND SCIENCE/SCHOOL OF GRADUATE STUDIES
Curriculum Submission

DEPARTMENT OR PROGRAM:

DEGREE PLAN:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Department Head/Program Director: _____

Signature of Coordinator of Graduate Studies: _____

Submission to which lead Council? ARTS SCIENCE

Program revisions should be submitted whenever a course addition, course deletion or course revision affects the plan requirements.

PART A: For EACH course revision, COMPLETE SECTIONS 1 through 4:

1. Description of Change: Indicate the degree plan or SGS Calendar section to be revised.
2. Rationale: Provide a detailed justification explaining the proposed change(s).
3. Calendar copy: This is the text that will appear in the SGS Calendar. Provide the revised text with revisions **in bold**.
4. Timing: Please provide dates when these changes will come into effect. Describe how you will ensure that students who began their plans before this change will be allowed to continue in their plans (grandparenting arrangements).

PART B: Comment on the following, as they apply to the revised graduate course. If they do not apply, indicate “not applicable N/A”.

5. Impact (if any) on other departments or programs: If the revised course will have any impact on degree plans offered by other departments or programs, please indicate which plans may be affected by this revised course, i.e., the course could be included in another plan or the course content might overlap with courses offered by another department or

program. Please indicate which Graduate Departments or Programs have been contacted.

6. Resources: If these changes will affect specific resource requirements in terms of rooms, equipment, computers, TAs, etc., please provide details. Will any new funds be required for these changes? If so, how will these costs be covered? Please include any relevant correspondence.

FOR OFFICE USE ONLY:

Date of approval by FASGC: _____

Review by Faculty of Arts and Science: _____

Date of approval at GSEC: _____