

**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**

<b>(1a)</b>	<b>(2)</b>	<b>(1b)</b>
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 time series methods that have been 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:
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Date of approval by FASGC: \_\_\_\_\_

Review by Faculty of Arts and Science: \_\_\_\_\_

Date of approval at GSEC: \_\_\_\_\_