

**SCHOOL OF GRADUATE STUDIES
NEW GRADUATE COURSE
FOR APPROVAL BY GRADUATE COMMITTEE FOR BUSINESS APPROVAL**

For EACH new course, please complete the entire form.

Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.

EXAMPLE:

(1a) MGMT-853*/3.0	(2) Applied Econometrics	(1b) 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 MGMT -852* or equivalent. (4) EXCLUSION: MGMT -953* (5)
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1. Course number and title: 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 title must be no longer than 30 characters, including spaces.
2. Weight (e.g. 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 ancillary 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 department, but also in other departments. It is the responsibility of the department creating a new course to contact other departments that may offer courses with similar content in order to make this assessment. If none, omit.

Provide the following detailed information for each new course:

6. Expanded Course Description: Attach a detailed course description, expanding on course content. Include potential readings, texts, instructional methods (i.e. lectures, seminars, etc.) and student evaluation. Explain how this course will fit into the department's program requirements. Is this course intended as a requirement, an option or an elective?
7. Impact (if any) on other departments: If the new course will have any impact on programs offered by other departments, please indicate which programs may be affected by this new course, i.e., the course could be included in another concentration or the course content might

overlap with courses offered by another department. Please indicate which department(s) has been contacted.

8. Schedule: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?
9. Staffing: Provide faculty/staff information for the coming year and foreseeable future.
10. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, etc.
11. Enrolment: Indicate the anticipated enrolment in this course.
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	

14. Submission Contact: Name: _____
Internal Phone # _____
E-mail: _____

15. EMAIL the completed forms and any attachments to the Graduate Committee for Business administrative assistant, on or before the deadline for agenda items for the next Committee meeting.

FOR SGS OFFICE USE ONLY:

Date of approval by Graduate Committee for Business: _____

Date of approval at Graduate Studies Executive Council: _____