

**Department Graduate Studies Committee**  
**New Graduate Course Submissions Template**

All new graduate courses must be approved by the Department Graduate Studies Committee and the Department Council. It is expected that your specialization group has carefully vetted your proposed course prior to submitting this information. The full submission should be given to Joan White (Graduate Administrator) at least one week prior to the scheduled meeting of the Graduate Studies Committee. All new courses will be forwarded to Department Council for final approval.

**Instructions**

Please provide a full description of the proposed course using the guidelines outlined below. Please complete the requested information in **Part A** for new courses intended to be offered for a trial period. These courses will be given a 501 or 601 number.

Complete **Part B** if your submission is a request for a permanent course number or a change to the Calendar entry for your course. Part B will be submitted to GAAC after receiving approval by the Department Graduate Studies Committee and the Department Council.

**Part A**      *“One-Time Offering”*

1. Using the [departmental course outline template](#), you are asked to submit a course outline with the following information:
  - a. Course name and title, including suggestions as to when the course will be offered;
  - b. Instructor(s) name and other contact information;
  - c. Course objectives and content;
  - d. Sample of the required reading list and course topics; and
  - e. Course evaluation criteria, including: assignment weighting, and details of participation.
  
2. In addition to the course outline requested above, please provide the following information:
  - a. A detailed rationale for your submission.
  - b. Describe how the proposed course is sufficiently different than other departmental courses.
  - c. Was your proposed course endorsed by the specialization?
  - d. In what ways does your proposed course complement the objectives of the specialization.

**Part B**      *“Calendar Submission”*

Please complete the [Faculty of Education’s Graduate Academic Affairs Council Calendar submission template](#) if your submission is for a permanent course number or a change of an existing Calendar entry.

**Please include a copy of the current course outline.** Once the course has been approved by the Department Graduate Studies Committee and the Department Council the submission will be forwarded to the Faculty of Education’s Graduate Academic Affairs Council (GAAC)