Toronto School of Theology
Course Approval Request — Re-Activation/Change

Instructions: This form is to be used for changes in existing courses only. The information on this for will be used in the course approval process, ROSI set-up and for the on-line course listing. Complete the form using the fillable PDF function. Drop-down menus give current options and free-from options have character limitations relating to the use of the information. Please attach a proposed/draft revised syllabus.

Request:

- ☐ Re-approval of course not offered with the last 5 years
- ☐ Change/Addition in Level (e.g. 3000 → 6000)
- ☐ Change in weight (e.g. H → Y)
- ☐ Change of Title
- ☐ Change in Learning Outcomes
- ☐ Cross-Listing
- ☐ Major Syllabus Change (≥ 20%)

The session the Change/Re-Activation is to be effect from : 20149

EXISTING INFORMATION

Existing ROSI & Transcript Title:

Existing Course Calendar Title:

Primary Department: **Last Offered:**

Course Number: Office Use: **Is this an on-line course?** NO

NEW/UP-DATED INFORMATION

New Level: ☐ Change ☐ Addition **New Weight:** ☐ Change ☐ Addition

Cross Listed Department:

New ROSI & Transcript Title:

New Course Calendar Title:

Course Narrative:
NOTE: This should be between 100-300 words and should not include teaching methods or means of evaluation (see section below)

Existing Course Calendar Title:	

Teaching Methods: ☐ Lectures ☐ Seminar ☐ Tutorial ☐ Workshop ☐ Practicum ☐ Webinar ☐ Readings

Means of Evaluation: ☐ Class Participation ☐ Reflection Paper ☐ Research Paper ☐ Quizzes ☐ Summative Paper ☐ Book Review ☐ Presentation ☐ Short Paper ☐ Other

NOTE: Detailed information on Teaching Methods and Means of Evaluation should be included in the Course Syllabus. The above information is for the course calendar listing and will be listed as "As stated at time of course approval"

Pre-requisite Course Number(s):

Co-requisite Course Number(s):

Is this course a pre-requisite to another course? NO

If YES, Course Number:

Instructor(s):

NOTES: (i) Instructor's name should be listed as it shows on the TST website. (ii) Instructors for 5000 and 6000 level courses must have AD Status prior to Course re-activation/change Proposal being considered. (ii) Approval of Adjunct Faculty Form must be completed and submitted for new Instructors and Instructors who do not have approval by the Cross-listed Department.

Preferred Schedule:
Session specific Information (may change from year to year).

☐ TBA
☐ Online
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday
☐ Irregular Please state:

Start Time: 00:00 End Time: 00:00

Location: St George Campus **Enrolment:** Min: Max:

Other Information:
(Please indicate any additional information relating that should be included in the web course listing e.g. location of off-campus site, additional enrolment information, irregular schedule hours etc.)

APPROVAL SIGNATURES

Instructor's Signature:		Date:	
College Signature:		Date:	
Department Signature:		Date:	
Cross-Listing Department Signature:		Date:	

TST Office Use:

Date Received from College:		Date Sent to Primary Dept.:	
Faculty Approval Required:	Yes / No	Date Sent to Cross-Listed Dept.:	
Date Faculty Approval Received:		Date of Course Code Request:	
		Date of Web-Posting:	