

Existing Course Calendar Title:

UPDATE OF INFORMATION:

Course Narrative/Description: NOTE: This must be included and should be between 100-300 words. It should match that of the course syllabus and should not include teaching methods or means of evaluation (see sections below).

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

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

Program Requirement: Please list here any information relating to this course meeting requirements for a specific degree or professional designation, e.g. meeting a requirement for a specific degree program or meeting CRPO professional competency requirements.

INSTRUCTOR(S):

Instructor's must have TST status; approval of Regular, Adjunct, Sessional other Faculty/Instructors should follow the current TST process as approved by Academic Council. Instructors for 5000 and 6000 level courses must have GCTS Status prior to the approved course being listed on the course offerings. The name should be listed as last name, first name and any initials as recorded on the TST website. If this course is to be co-taught by instructors who are not from the same college proposing the course please indicate the instructor's home institution.

Last Name:	First Name:	College:
Last Name:	First Name:	College:

ENROLMENT AND SCHEDULING INFORMATION:

Location:	Enrolment:	Min:	Max:
Proposed Schedule: (May change from year to year. For irregular please list in Schedule Notes below).	<input type="checkbox"/> TBA <input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input type="checkbox"/> Friday <input type="checkbox"/> Sunday <input type="checkbox"/> Online <input type="checkbox"/> Tuesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <input type="checkbox"/> Irregular		
	Start Time:	End Time:	
For courses scheduled for the Summer Semester:	Start Date:	End Date:	
Schedule Notes: Please indicate any additional information relating that should be included in the web course listing e.g. location of off-campus site, additional, irregular schedule hours if there is not enough room above etc.			

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Enrolment Notes: Please indicate any additional relating to students enrolling in the course such as limited to a specific group of student (by college or program), professor approval required, additional steps for enrolment etc.

Additional Notes: Please indicate any additional teaching methods or evaluation methods not covered above or other information not included in other sections.

TUITION COMPLIANCE:

Are field trips and/or placements on part of this course?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes please answer the following:
What is the anticipated cost? (The amount should be the total cost and should be indicated even if it is anticipated that funding will be provided.)	\$ _____		
What is covered by this amount? e.g. travel by public transit, accommodation, admission fee to museums, etc.			
Has this cost been included in the annual ancillary and incidental fee approval process? (If you do not know, please contact your college registrar)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

SIGNATURES:

Instructor's Signature: _____	Date: _____
College Signature: _____	Date: _____

CURRICULUM COMMITTEE NOTES:

Comments on reasons for deferral or decline:

Missing Information: _____

Outcomes Not Measurable/Demonstrable

Issue(s) with course evaluation: _____

Other: _____

APPROVALS:

1000, 2000 & 3000 Levels: Approved / Declined	Curriculum Committee Signature: _____	Date: _____
5000 & 6000 levels: Approved / Declined	Curriculum Committee Signature: _____	Date: _____

TST OFFICE USE:

Date Received from College: _____	Deferral Deadline: _____
Faculty Approval Required: Yes / No	Date of Course Code Request: _____
Date of Curriculum Committee Meeting: _____	Date of Web-Posting: _____
Ancillary & Incidental Fees Approved Yes / No	REB Approval Required: Yes / No