



Request for Approval of a Graduate Course

SCHOOL OF GRADUATE STUDIES

Adobe Reader, minimum version 8, is required to complete this form. Download the latest version: <http://get.adobe.com/reader>. (1) Save the form by clicking on the diskette icon on the upper left side of the screen; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Review the [How to create and insert a digital signature](#) webpage for step by step instructions; (5) Fill in the required data and save the file; (6) Send the completed form by email to: sgs@mun.ca.

To: Dean, School of Graduate Studies
From: Faculty/School/Department/Program
Subject: Regular Course Special/Selected Topics Course

Course No.:

Course Title:

I. To be completed for all requests:

A. Course Type: Lecture course Lecture course with laboratory
 Laboratory course Undergraduate course¹
 Directed readings Other (please specify)

B. Can this course be offered by existing faculty? Yes No

C. Will this course require new funding (including payment of instructor, labs, equipment, etc.)? Yes No
If yes, please specify:

D. Will additional library resources be required (if yes, please contact munul@mun.ca for a resource consultation)? Yes No

E. Credit hours for this course:

F. Course description (please attach course outline and reading list):

G. Method of evaluation:	Percentage	
	Written	Oral
Class tests		
Assignments		
Other (specify):		
Final examination:		
Total		

¹ Must specify the additional work at the graduate level

II. To be completed for special/selected topics course requests only

For special/selected topics courses, there is no evidence of:

Instructor's initials

- | | |
|--|-------|
| 1. duplication of thesis work | _____ |
| 2. double credit | _____ |
| 3. work that is a faculty research product | _____ |
| 4. overlap with existing courses | _____ |

Recommended for offering in the Fall Winter Spring 20 ____

Length of session if less than a semester:

III. This course proposal has been prepared in accordance with General Regulations governing the School of Graduate Studies

Course instructor

Date

Approval of the head of the academic unit

Date

IV. This course proposal was approved by the Faculty/School/Council

Secretary, Faculty/School/Council

Date