Request for Approval of a Graduate Course

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:

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<thead>
<tr>
<th></th>
<th>Instructor's initials</th>
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<tbody>
<tr>
<td>1.</td>
<td>duplication of thesis work</td>
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<tr>
<td>2.</td>
<td>double credit</td>
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<tr>
<td>3.</td>
<td>work that is a faculty research product</td>
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<td>4.</td>
<td>overlap with existing courses</td>
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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

Updated March 2021