



Request for Approval of a Graduate Course

Adobe Reader, minimum version 8, is required to complete this form.

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SCHOOL OF
GRADUATE STUDIES

- (1) Fill out the form completely and accurately, and save the form in PDF format. Make sure you specify the save location, e.g. Desktop.
- (2) Review <https://www.mun.ca/sgs/how-to-create-and-insert-a-digital-signature/> for instructions on how to digitally sign the form.
- (3) Send the completed form and attachments to the appropriate faculty/school council in the first instance. If approved, they will forward to the School of Graduate Studies.

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 course ¹
	Directed readings	Other (please specify)

B. Can this course be offered by existing faculty?	Yes	No
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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?	Yes	No
(If yes, please contact munul@mun.ca for a resource consultation.)		

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:
(i.e. accelerated timeframe)

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

Course instructor

Date

Approval of the head of the academic unit

Date

IV. I certify that this course proposal was approved by the Faculty or School Council.

Secretary, Faculty/School Council

Date

Revised: May 15, 2025.