Senate Board of Undergraduate Studies - University of Guelph
FORM E: DIPLOMA COURSE ADDITION INFORMATION AND TEMPLATE (Part II)
2015-2016 Associate Diploma Calendar

SUBMISSION TIMELINES & DEADLINES:
http://www.vpacademic.uoguelph.ca/avpa/curriculum/approval/

The Course Addition Template **must be completed in full** in order for the course proposal to be reviewed by the Calendar Review Committee before recommendation for approval to BUGS. For each new course proposal a course description **must** be provided along with the required information in the fields below. For definition of these terms, see the Glossary in the Diploma Calendar.

Library Assessment – a <u>completed</u> library assessment is required for **all new courses proposed for approval**. Contact your regional campus librarian.

Course Code**: [   ]   **Course Title***: [   ]

** Prefixes and numerical codes are assigned by Registrarial Services.
For assistance, contact Sharon Anthony (santhony@registrar.uoguelph.ca).

* Please note, course titles greater than 30 characters (including spaces and punctuation) will be shortened in Colleague and therefore on the student transcript. If necessary, please provide a transcript title below. Symbols (i.e. &) are permitted in shortening the transcript title.

Transcript Title: (max. 30 char., incl. puntuation) [   ]

Regional Campus(es) responsible for the course:
(fill in manually if multiple campuses) [   ]

Credit Weight (e.g. 0.50, 1.00): [   ]   **Lec/Lab Hours** (e.g. 3-3): [   ]   **Semester(s)** (e.g.) S, F, W [   ]

First Offering: [   ]   *If other, specify semester. If earlier than Summer 2013, campus **must** submit a request for trial offering to Curriculum Coordinator.   **Campus:** [   ]

Calendar Description:

Three to four sentences MAX; description must be written in full sentence form.

[   ]

Prerequisite(s): [   ]

Co-requisite(s): [   ]   **Equates:** [   ]

Restrictions: [   ]

Distance Education: [   ]   **Scheduling Instructions:** [   ]

Approved by PDCC: [   ]   Date Reviewed/ Approved: [   ]

Approved by Regional Campus Director(s) (type in name or e-signature): [   ]   Date Approved: [   ]

Approved by OAC Dean (or Designate): [   ]   Date Approved: [   ]