



Email this to your Graduate Secretary they will forward it to GARO

University Centre A206 | garo@uvic.ca | 250-472-4657

Class Pro Forma

(Attach a list of students, supervisors, and signatures)

Adding courses after the published deadlines requires permission of the Dean of Graduate Studies. A \$35 late registration fee will be assessed. Please attach rationale for late submission. If you wish for clarification of your fee obligations, please contact Graduate Admissions and Records.

Form for student information: Individual Student Number V00, Student's First Name, Last Name, Student's Department, Email address, Student's Signature

COURSE INFORMATION

Table with columns: Dept, Course Number, Section (office use only), CRN (office use only), Course Title (as per calendar, eg. 'Directed Studies'), Units

Section Title: (Must be provided. 50 character limit)

Term/Session and Year offered:

Sep to April 20, Jan to April 20, Sep to Dec 20, May to Aug 20

Location

On Campus, Off Campus

A 1.5 unit course requires 3 contact hours per week for a term, a 3.0 unit course requires 3 contact hours per week for the winter session.

Which program requirement will this course satisfy/replace?

If replacing a core course requirement, please provide rationale:

Outline of course content: Briefly state the general aims of the course and the main topics or areas to be covered. Please type, or attach a typed version.

Evaluation Technique: (Please ensure that percentages add up to 100%) TBD dates will not be accepted.

Table for Evaluation Technique with columns: Type (Test, Paper, Oral, etc), Weight (%), Date Due (DD-MMM-YYYY), Description (Please include number and length of papers)

Table for Course Instructor(s) with columns: *Course instructor(s), Name(s) (Please print), Signature(s), Date

*If the instructor is a sessional lecturer, approval to teach this course must be granted by the Dean of Graduate Studies.

NOTE: Graduate students may not teach graduate courses or grade the work of other graduate students

**Required only when the instructor, advisor and supervisor are the same individual, or when Director approval is required per the calendar

***Required if the course is outside the student's home department