



PROPOSAL FOR GRADUATE PRO FORMA COURSE

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

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.

Individual	Student Number	V0_____
Student's First Name		Last Name
Student's Department		Email address
Student's Signature		

COURSE INFORMATION

Dept	Course Number	Section <small>(office use only)</small>	CRN <small>(office use only)</small>	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 / Online

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.

Type (Test, Paper, Oral, etc)	Weight (%)	Date Due (DD-MMM-YYYY)	Description (Please include number and length of papers)

*Course instructor(s)	Name(s) (Please print)	Signature(s)	Date
Instructor 1 V00_____			
Instructor 2 V00_____			
Supervisor			
Home Dept. Graduate Advisor			
**Home Dept. Chair/Director			
***Outside Dept. Chair/Director			

***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**