



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

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Class Pro Forma

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

Individual Student Number V0 \_\_\_\_\_
Student's First Name Last Name
Student's Department Email address
Student's Signature

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.

COURSE INFORMATION

Table with 6 columns: Dept, Course Number, Section (office use only), CRN (office use only), Course Title (as per calendar, eg. 'Directed Studies'), Units. Includes a text field for 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.

Table with 4 columns: Type (Test, Paper, Oral, etc), Weight (%), Date Due (DD-MMM-YYYY), Description (Please include number and length of papers)

Table with 4 columns: \*Course instructor(s), Name(s) (Please print), Signature(s), Date. Rows include 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