



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)

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 with fields: Individual Student Number V0, 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 with columns: Type (Test, Paper, Oral, etc), Weight (%), Date Due (DD-MMM-YYYY), Description (Please include number and length of papers)

Table 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