



GRADUATE ADMISSIONS AND RECORDS
 UNIVERSITY CENTRE
 UNIVERSITY OF VICTORIA
 PO BOX 3025, STN CSC
 VICTORIA BC V8W 3P2 CANADA

**PROPOSAL FOR PRO FORMA COURSE
 FACULTY OF GRADUATE STUDIES**

Class pro forma Open to web/departmental registration

List of students and signatures attached

Individual Student Number V00_____

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 clarification of your fee obligations, please contact Graduate Admissions and Records.

COURSE INFORMATION

Dept	Course Number	Section <small>(office use only)</small>	CRN <small>(office use only)</small>	Course Title (as per calendar)	Unit Value

Section Title: (**Must be provided**, 50 character limit) _____

On Campus Off Campus Location: _____

Outline of course content: (equivalent to calendar description) and should briefly state, using phrases rather than sentences, the general aims of the course and the main topics or areas to be considered. **Must be typed, or you may attach a typed version.**

Contact hours per week: _____
(Typically, 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.)

Term/Session and Year offered:
 Sep to April 20____ Jan to April 20____
 Sep to Dec 20____ May to Aug 20____

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

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

*Course instructor(s)	Name(s) (Please print)	Signature(s)	Date
Instructor 1 V00_____	_____	_____	_____
Instructor 2 V00_____	_____	_____	_____
Departmental Graduate Advisor	_____	_____	_____
Supervisor	_____	_____	_____
**Departmental Chair	_____	_____	_____
***Departmental Director	_____	_____	_____
Faculty of Graduate Studies	_____	_____	_____

***If the instructor is a sessional lecturer, approval to teach this course must be approved 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 course instructor, advisor and supervisor are the same individual.**

*****Director's signature if applicable.**

REFER TO NEXT PAGE

Keep a copy of this form for your records

Graduate *Pro forma* Registration Questions & Answers

For what courses should a *Pro forma* registration form be completed?

Pro forma registration forms should only be submitted for those courses which indicate in the University Calendar that *Pro forma* registration is required. Not all topics, courses, or even all directed studies courses, require a *Pro forma* registration.

Why would a course require a *Pro forma* registration?

Typically a department will require a *Pro forma* registration for courses which can be taken more than once for credit, provided the topic is different. Without a *Pro forma* registration, there would be no way of tracking the topic of the courses. Students may prefer a more specific course title on their transcript than “Individual Study” or “Directed Readings”. A *Pro forma* required course shows both the course title and section title on the transcript.

What if we want to open a regular course to just one or two students?

A *Pro forma* registration is not required. If a regularly scheduled course is not offered in a certain term, an instructor can agree to offer it for one student. A Graduate Course Change Form will open a course to one or two students. The receipt of the Graduate Course Change Form indicates to us that you do not want to open the course to general registration.

What about Undergraduate *Pro forma* courses?

Rarely, a graduate student will wish to be enrolled in an undergraduate *Pro forma* required course. They should use a graduate *Pro forma* registration form, as we require additional details and permissions. We will arrange for the course to be opened and will register the student.

What about class *Pro forma* registrations?

Well in advance of the course (preferably before the start of the registration period, and if possible, before the publishing of the registration instructions), a class *Pro forma* registration form should be sent to Graduate Admissions and Records Office. Details of the course may be provided on the form or a copy of the course syllabus must be attached. If this course is jointly offered as an undergraduate and/or non-credit course, the information should clearly explain the differences justifying graduate credit. The class can be opened to departmental and/or web registration, or a list of students (with their signatures) can be attached to the *Pro forma* registration form. It is not necessary to complete a separate *Pro forma* registration for each student.

How do we open GS 500, 501 or 505 courses?

Please contact the Coordinator of Information, Research and Communication in the Faculty of Graduate Studies (fgscirc@uvic.ca) for instructions on how to have these courses approved by the Dean of Graduate Studies.