



UNDERGRADUATE COURSE INTRODUCTION SCCC Fall 2023/Spring 2024

If the short course title, course number, subject code, or number of credit hours is to be changed, the current course MUST be deleted and re-introduced under the new title and/or course number and/or different credit hours.

See the [Guidelines for Completion of Undergraduate/Certificate Course and Curriculum Changes](#) for additional instructions.

SECTION A – COURSE DETAILS

Faculty/College/School:

Department or Program:

Subject code: Course number: [Required: Confirm with Office of Registrar & Enrolment Services.](#)

Long Title:

SHORT TITLE (use ALL CAPS):

Credit Hours: Grading mode: Spanned Course:

First term offered:

SECTION B – COURSE DESCRIPTION FOR ACADEMIC CALENDAR

Provide the course description, exactly as it would appear in the Academic Calendar. See the *Guidelines* for information on completing this section of the form, including the examples provided there.

SECTION C – RATIONALE FOR NEW COURSE (See the *Guidelines* for instructions on how to complete this section of the form.)

Responds to a recommendation in an external undergraduate program review.

Provide a brief rationale for the course introduction in the space provided.

SECTION D – REGISTRATION RESTRICTIONS

Indicate where registration is restricted to students in a faculty/college/school or academic program(s), including level or year of study. List the faculty/college/school and/or programs(s). *Indicate registration restrictions in the course description.*

Faculty/college/school restrictions:

Program restrictions (e.g. Honours):

SECTION E – ADDITIONAL COURSE DETAILS

Laboratory / Tutorial / Field Trip / Other Activity Required:

Complete this section where a laboratory, tutorial, or other activity will be scheduled separate from the lecture section, and/or where a field trip(s) is required. *Indicate any laboratory, tutorial, other activity, or field trip requirement in course description.*

Laboratory

Tutorial

Field Trip

Other Activity

Describe the Other Activity below or use this space to seek SCCC's advice on whether to note an activity in the description.

Topics Courses:

This is a topics course.

This course can be completed as a topics course multiple times under different titles. *Note in course description in Section B of this form.*

Course Satisfies Written English /Mathematics Requirement, Recommended Introductory Course List for U1: *Check all boxes that apply. Attach Request for Statement of Support Form(s) and responses received.*

Written English

Mathematics

RIC List

SECTION F – RESULTING CHANGES TO COURSES/PROGRAM(S)

See the *Guidelines* for instructions on how to complete this section of the form. *Check all boxes that apply.*

This course introduction leads to changes to:

other courses in your unit. *Submit a Course Modification proposal for those courses.*

programs in your unit. *Submit Program Modification Forms.*

courses in other academic units. *Consultation Forms are required.*

program changes in other academic units. *Consultation Forms are required.*

List all courses and/or programs that are affected, including those in other departments/faculties/colleges/schools. Be as specific as possible.

SECTION G – STATEMENT OF ADDITIONAL COSTS, WORKLOAD, AND/OR SUPPLIES

See the *Guidelines* for instructions on how to complete this section of the form. Indicate where not applicable.

SECTION H – PREREQUISITE, COREQUISITE, PRE- OR COREQUISITE, & EQUIVALENCY/MUTUAL EXCLUSIVITY

List all prerequisite, corequisite, pre- or corequisite, equivalent, and mutually exclusive courses, including all applicable previous courses numbers (both Aurora and IMS course numbers). See definitions in the *Guidelines*.

Indicate where a minimum letter grade (other than a “C” grade) or a Pass grade is required for a prerequisite course, examination, or equivalency test. Indicate where concurrency is allowed.

Prerequisites: (MUST be taken before)

Pre- or Corequisites (MUST be taken either before or at the same time)

Corequisites (MUST be taken at the same time and not be a spanned course)

Equivalent courses (May NOT be held with existing or former courses with equivalent content, same credit hours, same level. Can be used to meet same program requirements.)

Mutually exclusive courses (May NOT be held with existing or former courses with significant content overlap and/or different credit hours and/or different level or the same course previously offered as a topics course. Cannot be held together for credit or used to meet the same program requirement.) Indicate title of specific topics course sections, if appropriate.

SECTION I – SUPPORTING DOCUMENTATION ATTACHED

See the *Guidelines* for information on required supporting documentation. Attach documents in the following order.

Course outline ([required](#))

Library statement ([normally required](#))

Consultation Form(s) – including requests for dialogue and responses received

Program Modification Form(s) – included with faculty/college/school submission to SCCCC

SECTION J – SIGNATURES

Department Approval: _____
Type Name Signature Date

Faculty/College/School Approval: _____
Type Name Signature Date