

NEW COURSE

Template for Curriculum Navigator Initiators

Instructions: Use this form when initiating a new course. Fill in the spaces below with the details about the new course. Once completed email this form to the initiator within your faculty; if you are unsure who that is, contact the Administrative Assistant to the Dean. The initiator will input this request into Curriculum Navigator, which will start the approval process. A unique request number will then be assigned your request. You may use this number to track the progress of your request by completing the following steps:

Go to the website: <http://navigator.lakeheadu.ca>

Username: **lakeheadmember**

Password: **password**

Select "Curriculum", then "Search Requests".

Enter the request number, open the request, and then click on the "Workflow" tab.

* Required fields are indicated.

The following is information that will be displayed in the University Calendar:

- What is the new Course Code? (provided by Calendar Officer):
- Title of New Course:
- Course Description:

- Credit Weight of this Course (Example 0.25, 0.5, 1.0, 1.5 etc.):
- Offering (Hours of instruction). (Example 3-0):
- List any prerequisites for this course here:
- List any corequisites for this course here:
- List any special notes or restrictions for this course here. For example: "A course fee for field activities may be required".

- What is the Grade Scheme?
- Is this a Special Topics course?
- Is this course cross listed with another? If so, enter the other course code here:

The following is information for Committee Review:

- Calendar Start Term. When this course should be displayed in the Calendar (e.g. 2016-17):
- Academic Level:
- Is this a required or an elective course?
- What is the pedagogical rationale for this request? (Why are you submitting this request?):

The following is information for Senate Budget Committee Consideration:

NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.

- Will this request impact student enrolment in another program within the same faculty/unit?
- Will this request impact student enrolment in another program in a different faculty/unit?
- Will additional resources be required (space, staff, equipment, etc.)?
- How will this impact existing teaching loads within this faculty/unit?

- What is the impact on the demand for teaching support services (library, computers, staff, etc.)?

- Will this course require outside support? If yes, please outline the amount and timing of the funding

Additional Dean Stage

Will this request affect another faculty other than your own? If you would like another faculty Dean to review this request, select all that apply below.

Do not select your own faculty.

Dean of Business Administration

Dean of Education

Dean of Engineering

Dean of Health & Behavioural Sciences

Dean of Natural Resources Management

Dean of Science & Environmental Studies

Dean of Social Sciences & Humanities