New Course Proposals in CM

New Course Considerations

All course creation proposals require a rationale and academic relevance to explain why the change is being proposed. Here are some key areas to consider when completing the proposal:

Course Code & Title

- Is there an existing course designator, or does a new one need to be used?
- Was the proposed course code retired less than 3 years ago?
- Is there another course in the Academic Calendar with the same title or content?

Resource Availability

- What kinds of teaching spaces are needed, if any, considering equipment and enrolment?
- Are the necessary spaces available during appropriate times?
- Will this course require the acquisition of new technology or library resources?

Instructor Expectations

- Who will be teaching this new course?
- What is the instructor's teaching load beyond this course?
- When will the instructor be available to teach?

Student Expectations

- What is the expected enrolment?
- What prerequisites would students need for this course?
- Will enrolment in other courses change if this course is offered?

Learning Outcomes

- How does this course map onto or enhance existing program learning outcomes?
  - If this course creates changes to program learning outcomes, please contact the PCU
- Is there a demand from students/the field that this course would support?

Mode of Delivery

- How is this course suitable for online or hybrid delivery?
- How do the proposed online/hybrid delivery modes provide an equitable learning experience for students (as compared with in-person)?
- What are the delivery mode(s) for each component (LEC, TUT, PRA) of the course (i.e. Online Sync, Async, In-person)

Other Considerations

- Will other courses need to be retired or taught on rotation to accommodate this course?
- What courses might have overlapping topics, and would they be exclusions?
- Which units need to be consulted to avoid or limit overlapping topics?*

*Consultations with other units must occur **before** the new course proposal is submitted. This involves sharing the proposed change with another academic unit for feedback.

If you have any questions, please email the PCU at programcurriculum.utm@utoronto.ca.

Submitting New Course Proposals in Curriculum Management – Key Fields

Section Name	Information Required
Version Start Session	Indicate in which term the changes take effect – usually Fall of the following year (e.g. changes proposed in 2025 would start in Fall 2026)
Course Designator	Input the 3-letter designator
Number	Input the 3-number code, H or Y, and 5 for UTM
Level of Instruction	Select *Undergraduate* or *Graduate*
Calendar Title	Input how the course will be titled in the calendar
Abbreviated Title	Input the 30-character version of the title that will appear in reports
Division	Select *University of Toronto Mississauga*
Unit(s)	Select your unit and any others jointly offering it
Campuses	Select *Mississauga*
Fixed Credit Value	Indicate whether it is a 0.5 (half year course) or 1.0 (full year course)
Governance Routing	Select *Full divisional review* and the appropriate curriculum committee
Content Description	Max. 50 words; use present tense and describe the course's goals and themes
Requisites	List the prerequisites, corequisites, exclusions and other enrolment requirements
Distribution Requirements	Select which distribution requirement(s) this course meets, if applicable
Total Instructional Hours	Indicate hours of instruction in lectures, tutorials, practicals, and/or seminars
Intended offering term	Indicate if the course is being planned for a specific term (Fall/Winter/Summer)
Mode of Delivery	Select all that apply: **In-Person:** Delivered in-person in any given term **Hybrid:** Delivered in-person and online; assessments may be online or in-class **Online:** Delivered online, presented synchronously or asynchronously, with a maximum of one in-person assessment (including final exams), declared during timetabling **Online (Summer Only):** Delivered online during summer terms only and in-person during the Fall/Winter term(s)
Language of Instruction	Indicate in what language the content will be taught
Course Experience	Only fill this field if learning occurs beyond the classroom **Partnership-Based:** student work is supervised beyond the University **University-Based:** students complete work with the course instructor **Professional Work:** students work full-time without a U of T instructor
International Delivery Options	Only fill this field if the course has an international component
Publication	Select *UTM Calendar* (undergrad) or *Graduate Studies, School of – Calendar* (grad)
Section(s)	Type and select the Calendar section where the course will be published
Rationale and Academic Relevance	Discuss the considerations highlighted on the previous page
Overlap of Course Content	Indicate any content that may be taught in other courses, if applicable
Consultation Undertaken	Describe any consultations, beyond your unit's curriculum committee and the PCU
Resources Required	Describe any potential impacts on faculty teaching loads, space usage, or staff resources – see the resource guide on the PCU website
Estimated Enrolment	Indicate the planned course capacity or expected enrolment
Instructor	Indicate which faculty member will teach the course
Additional Proposal Documents	Attach any relevant documents in PDF format