

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:

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 fit with the unit's goals?
- How does this course map onto existing program learning outcomes?
- Is there a demand from students/the field that this course would support?

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 limit overlapping topics?*

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

Submitting New Course Proposals

New course proposals must be submitted through the [Curriculum Management \(CM\) system](#), alongside a [New Course Resource Implications Form](#) on the Program & Curriculum Unit website. Guidelines for filling out the New Course Proposal can be found on the next page.

Key Proposal Fields in Curriculum Management

Section Name	Information Required
Version Start Session	Indicate in which term the course would first be offered
Course Designator	Input the 3-letter designator
Number	Input the 3-number code, H or Y, and 5 for UTM
Level of Instruction	Select <i>Undergraduate</i> or <i>Graduate</i>
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 <i>University of Toronto Mississauga</i>
Unit(s)	Select your unit and any others jointly offering it
Campuses	Select <i>Mississauga</i>
Fixed Credit Value	Indicate whether it is a 0.5 (half year course) or 1.0 (full year course)
Governance Routing	Select <i>Full divisional review</i> and the appropriate curriculum committee
Content Description	Max. 50 words; use present tense and describe the general goals and themes of the course
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 delivery modes that apply
Language of Instruction	Indicate in what language the content will be taught
Course Experience	<p>Only fill this field if learning occurs beyond the classroom</p> <p>Partnership-Based: student work is supervised beyond the University</p> <p>University-Based: students complete work with the course instructor</p> <p>Professional Work: students work full-time without a U of T instructor</p>
International Delivery Options	Only fill this field if the course has an international component
Publication	Select <i>UTM Calendar (undergrad)</i> or <i>Graduate Studies, School of – Calendar (grad)</i>
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 who was involved in course consultation and when, if applicable
Resources Required	Submit the New Course Resource webform , and write “Resource form submitted”
Estimated Enrolment	Indicate the number of students expected to enrol
Instructor	Indicate who will teach the course, if known
Additional Proposal Documents	Attach any relevant documents in PDF format

If you have any questions, please email Rebecca Tunney, Program & Curriculum Assistant, at rebecca.tunney@utoronto.ca.