

# New Course Proposals in CM

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## 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 more 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](mailto:programcurriculum.utm@utoronto.ca).

## Submitting New Course Proposals in Curriculum Management – Key Fields

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