

Basic Course Information Form

Course #: _____

(If known)

Course Name: _____

Full Course Title

Shortened Course Title (30 characters) - if applicable

Request To:

- Add Course
 Update Course Information
 Deactivate Course

Effective Term: _____

Drop Down Box

Program:

- Yes
 No

Primary Program:

Program Code

Approval #

Program Name

Secondary Program:

(If applicable)

Program Code

Approval #

Program Name

If Yes, identify all applicable Program Codes, Approval #'s and Names

Elective:

- Yes
 No

Credit Hours

Lecture _____
 Lab _____
 Fieldwork _____
 Practicum _____
 Clinical _____
 Total Credit _____

Grading Scheme

- No Grades Assessed (Grd Mode 8)
 Standard (50% pass) (Grd Mode 1)
 60% Pass (Grd Mode 3)
 70% Pass (Grd Mode 2)
 Starts at 60D (MRT) (Grd Mode 7)
 Credit/Fail (Grd Mode C)

Funding Category

- Ministry Approval (Provide Paperwork)
 Pending Approval
 College Approved (Non-funded)

Types of Delivery (Please check all that apply)

- LAB (Lab) COP (Co-op)
 LEC (Lecture) ONL (Online)
 LLB (Lecture Lab)
 FLD (Fieldwork)
 PRA (Practicum)

Level

- Upgrading
 Credit
 Apprenticeship
 General Interest

College

- AV (School of Aviation)
 BS (School of Bus. Hosp. & Media Arts)
 CE (Continuing Education)
 EN (School of Engineering Technology)
 HC (School of Health & Comm. Services)
 SD (Innovation & Skills Development)

Pre-requisite Courses

Co-requisite Courses

Equivalent Courses

Comments (what has been updated)

Signatures:

School Approval:

Print Name

Signature

Date

**Academic Manager/
Dean Approval:**

Print Name

Signature

Date

Please note that if you are making changes that will affect a program you will need to submit a new Program Master Form.