Procedures for Cataloging Graduate Courses

1. **New REGULAR Graduate Courses**
The *Graduate New Regular Course Form* is to be used for the creation of all new regular courses and requires the approval of academic unit committees, Line Faculty committees, and The Council Committee on the Faculty of Graduate Studies and Research (CCFGSR). These regular courses must also have Library Resources verified.

Please adhere to the following instructions to ensure information is accurate and consistent and your course is catalogued in a timely manner.

A. **Course**
The course name and number should be in the following format:

In the Subject box type in the subject code (for example: ECON).

In the Number box type in the course number (for example: 891).

B. **Effective Term**
The first term in which the course will be offered in the following format:

201510 *(Winter 2015 semester)*. Choose from the drop down menu. If the semester you are looking for is not in the drop down menu, please contact The.Catalogue@uregina.ca.

C. **College and Department.** You will choose both from drop down menus. Currently College is the Faculty/Academic unit (paying) for the course and the Department is where the course is taught (i.e. For HIST 873 the college is Arts and the Department is History).

**NOTE:** Do not use Graduate Studies as a College Code, even though the courses are graduate offerings.

For **Federated College offerings** indicate the College as the Faculty where the program is approved i.e. Arts, Science, Social Work etc and the Department is the Federated College mounting the course.
D  **Full Course Title and Title**
The “Full Course Title”, appears in the FGSR Calendar, and may exceed 30 characters.

The “Course Title (30 Characters Required)” is what appears on a student’s transcripts and academic history, as well as the Web Catalogue and Web Schedule. 30 characters are allowed including spaces, hyphens, commas, etc.

E.  **Grading Mode**
Common grading modes for Graduate Studies courses are **N-Normal for grades 1 -100% and Y- Audit**.

Other grading modes **C/N -Credit/No Credit, P/F-Pass/Fail, and M-Maintenance of Candidacy** are used for Research/Seminar and Maintenance of Candidacy courses.

Please remember that a Default Grading Mode must be selected. This is the checkbox to the right of the Grading Mode.

F.  **Hours**
Credit Hours indicate the number of Credit Hours students will receive upon successful completion of the course.

Contact Hours (Lecture, Lab and Other) represents the number of hours PER WEEK students in the course will be expected to attend.
If the course is a 3-hour per week lecture, you ONLY need to include 3 Lecture hours.

If there is a formal Lab, the number of hours per week of lab time is entered.

The rule of thumb for most lecture and/or variable content courses is to allow for the option of scheduling them as lectures or directed readings, selected topics courses etc.

Typically Selected Topics and Reading Courses do not have “Lab Contact Hours” and this is left blank.

In most instances the form should be filled out as follows:

**Credit hours:** 3 F 3 - the course will always be assigned 3 credit hours
**Lecture:** 0 To 3 – the course may be offered three times per week for one hour each day or once a week for 3 hours or some other combination
**Other:** 0 To 3 – the course may only meet every two weeks or as described
G. **Schedule Types**
Normal schedule types for all Graduate Studies courses are listed. Choose all that apply.

**Note:** Schedule types must reflect contact hours (see F. Above).
That is, if you indicate Schedule Types of Lecture, Lab and Directed Reading you must allow for Lecture, Lab and Other contact hours.

H. **Equivalent Courses/Cross listed Courses/Integrated or Hybrid Courses**
Some examples are:

1. The course content has been offered before as a different number,
   For PHIL410AD: Range
   PHIL319 199320-199830 (old course number)
   PHIL410AD 199910-999999
   **This course is now a 400 level course but used to be PHIL 319**

2. The course is cross-listed with one in the same or another department.
   **GERO 803 and SW 803 200430 – 999999**
   The Gerontology course is exactly the same as the Social Work course

3. The course is a graduate course building on an undergraduate course – these are called integrated or hybrid or stacked courses. The courses are offered at the same site on the same day with the same instructor.
   **ENGL 800 AA-ZZ 199320-999999**
   **ENGL 400AA-ZZ 199320-999999**

   Here undergraduate students and graduate students are in the same lecture course. You must provide a brief explanation as to what make the course graduate level (e.g. the course must include graduate level work appropriate to the field – e.g. exams, papers, problem sets, participation, more rigorous

I. **Co-requisite Courses**
Typically, it will be blank. This should only be entered if two courses MUST be taken simultaneously.

J. **Course Attributes**
Course attributes are not in use at the Graduate level at this time.

K. **Calendar Description**
Add the course description. **Max of 50 words** allowed as approved by Executive of Council.
**This description appears on the WEB schedule and Calendar. Please ensure proper grammar and spelling are used.**

If you have an "informal prerequisite" i.e. "CHEM 30 is strongly recommended" or "student is expected to have background in…“ include those here.

L. **Registration Restrictions**
**USE REGISTRATION RESTRICTIONS SPARINGLY.** Normally courses should just be restricted to include the level of graduate.
M. **Prerequisite courses:**
Prerequisites should be avoided at the graduate level. Many students whose undergraduate studies were at other universities may not have specific U of R undergraduate courses.

N **Faculty Availability, Accreditation, Special Facilities, Required Signatures**

Only faculty members accredited by FGSR can teach at the graduate level.

For **New Regular** courses, e-mail the New Regular Course Form (Excel version) to the FGSR Dean’s Executive Assistant. A motion to create the new regular course should also be forwarded. The course information will be added to the next CCFGSR agenda.

O. **Scheduling and Timetabling**

Once approved by the Council Committee on the Faculty of Graduate Studies and Research (CCFGSR), the course information will be sent to the Registrar’s Office to be catalogued in Banner.

2. **New AA–ZZ Graduate Courses**

The **Graduate New AA-ZZ Course Form** is to be used for all new courses in any approved AA-ZZ series that are of variable content i.e. directed reading, special/selected topic courses.

An example of the latter is the base course ENEV 886AA-ZZ, *Selected Topics in Civil Engineering*.

Individual topics in the series (i.e. ENEV 886AA Traffic Systems Analysis) have unique titles and Catalog Descriptions and must be first catalogued prior to being scheduled (time-tabled).

The first time a course is offered, it is necessary for you to complete a **Graduate AA – ZZ Course Form. Please note that you must also fill out the second part (page 2) of the form.**

Essentially all you are doing for courses in the AA-ZZ series is creating a subset of an existing course. Individual titles in a series are permanently catalogued and may be scheduled (timetabled) in subsequent semesters. Directed Readings, Special Topics, and Selected Topics in an approved series do not require formal committee approval but all content including credit hours, schedule type, grading modes must be the same as the approved base course. **The Title and Calendar Description MUST be unique.** FGSR is the only approval required for these courses.

All the information outlined in the **Graduate New Regular Course Form** is applicable to the **Graduate New AA-ZZ Course Form** with the following exceptions.
A. **Course**
The course name and number should be in the following format:

In the Subject box type in the subject code (for example: ECON).
In the Number box type in the course number (for example: 891AK).

Numbers in a series MUST be used in sequence. (e.g. ECON 891AK, ECON 891AL) starting with the first number in a course number range (e.g. for the ECON 891AA-ZZ group, use the ECON 891AA range first).

If necessary, refer to CASPUR Catalog Audit Report to determine which course number is next in your sequence.

F. **Hours**
The rule of thumb for variable content courses is to allow for the option of scheduling them as lectures or directed readings, selected topics courses etc.

Typically Selected Topics and Reading Courses do not have “Lab Contact Hours” and this is left blank.

As this is a variable content course, the above has already been determined when the base course was approved. Please refer to the base course to determine the allowable Credit, Lecture, Lab and Other hours.

N **Faculty Availability, Accreditation, Special Facilities, Required Signatures**

Only faculty members accredited by FGSR can teach at the graduate level.

For **New** AA-ZZ courses, e-mail the New AA-ZZ Course Inventory form to your FGSR contact (gss1@uregina.ca) for Business Administration, Johnson-Shoyama School of Public Policy, Nursing, and Social Work; gss2@uregina.ca for Education, and Engineering & Applied Science or gss3@uregina.ca for Arts, Fine Arts, Kinesiology & Health Studies, and Science).

O. **Scheduling and Timetabling**

Once approved by the Dean of Graduate Studies, FGSR will send the course information to the Registrar’s Office to be catalogued in Banner. Once entered, FGSR will notify you that the course is ready to be scheduled/timetabled. The latter is the responsibility of the academic unit.

Note: if you are simply scheduling a course that already exists in the Catalog and in the Calendar there is a time for academic units to schedule after which you must send a course add form or timetable form to timetable@uregina.ca. Please ensure that you have all of the information they require. In terms of delivering a core course as a selected topic or directed reading rather than as a lecture, please schedule it using the existing Catalog (Calendar) course number, and do not create a new reading course number. For example, if the content of the reading course is the same as SOC 803, schedule a section of SOC 803, not SOC 890AA. No **New Course Inventory** form is required. This is also true if you are rescheduling a course in a series. i.e. ENEV 886AA Traffic Systems. Just send an email to timetable.

Updated Jan 2, 2015
3. **Graduate Course Change Form**

Any changes to existing courses must be approved by the appropriate academic unit committee, and forwarded to FGSR for approval by the Council Committee on the Faculty of Graduate Studies and Research (CCFGSR) by agenda deadlines. Refer to the FGSR website for these dates.

All the information outlined in the *Graduate New Regular Course Form* is applicable to The *Graduate Course Change Form*.

The Begin Term is the term in which the changes will be applicable. If the course is already in use, then you choose Change from the drop down menu. Or if the course has not begun yet, then the original Begin Term will be entered and from the drop down menu you will choose No Change.

The only required boxes that are to be filled out is the Course Box and the Begin Term box. Subsequently, only complete boxes that require changes.

There will be a drop down menu after every field. The three possible options are:

1. **Change** – this option is for information on the course that exists but you are simply changing. An example would be the Calendar Description. You would write in the new calendar description and choose Change from the drop down menu. The Calendar Description would then be changed to the new description.

2. **Add** – This is for new information that was not there before and you would like to add it to the course. An example would be, if you wanted to add S-Seminar as a Schedule Type, you would check off the Seminar box and choose add from the drop down box. S-Seminar would then be added to that course as a Schedule Type.

3. **Delete** – this is for information that applied to the course and you would no longer like it to be applied to the course. An example would be, if there was a Schedule Type of A-Lecture and you no longer want that course to be offered as a lecture, you would check off A-Lecture and choose Delete from the drop down menu. This would remove the schedule type of Lecture from the course.

Please make sure the Course Name and Number are in the subject box of the email when forwarding to FGSR

4. **Graduate Inactivate-Historical Course Form**

This form is used for courses that are being made inactive or archived (temporarily removed from the published calendar and schedules) and those that are being removed permanently made historical from the course offerings.

Courses that have not been offered for five years (15 semesters) should either be inactivated (archived) or made historical.

If a course is inactive (archived), it can still be offered at a later date with the appropriate academic unit committee approval and CCFGSR approval. Historical courses are courses that will never be offered again.

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Please send the completed form (Excel version) along with a motion to Inactivate or make Historical to the FGSR Dean’s Executive Assistant. The course information will be added to the next CCFGSR agenda.