



Document Type: Policy Procedure Template Form Other_____

Document Status: New Modification; Old Document ref. _____

Document Title.	Policy #	Effective Date
New Course Request Policy		

New Course Request	
Rationale for Introduction of the New Course	
Program Code(s) and title(s) on which the course will be approved	
College	
Department	
Code	
Title	
Level	
Credit	
Pre-requisites	
Aims	
Learning Outcomes: on successful completion of this course a student will be able to:	
1	
2	
3	
4	
5	
6	
Indicative Content	
Learning and Teaching Activities	



Assessment Details:				
Method of Assessment		Method of Teaching		
Are all elements of assessment required to be passed at the minimum pass level (60% or 50% for undergraduate)				
Nature of FORMATIVE assessment supporting student learning				
Indicative Course Materials and Reading				
Author	Date	Title	Publisher	ISBN
Banner Data				
Course Status				
Replacement for existing course?				
IF YES - Course being replaced				
IF Course is a replacement for an existing course list program codes and titles affected				
Effective Start Date				
Term of Delivery				
External Examiner				

Approval for all new courses

	Date	Signature
Head of Department		
I confirm that the subject matter and level is appropriate and is consistent with the course aims; that all Departmental Heads have been consulted as necessary.		
Directorate of Planning and Quality Assurance		