

# Basic Course Information Form

<b>Course #:</b>	_____	<b>Course Name:</b>	_____
	(If known)		Full Course Title
			_____
Shortened Course Title (30 characters) - if applicable			

<b>Request To:</b>	<input type="radio"/> Add Course <input type="radio"/> Update Course Information <input type="radio"/> Deactivate Course	<b>Effective Term:</b>	_____
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<b>Program:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Primary Program:</b>	
<b>If Yes, identify all applicable Program Codes, Approval #'s and Names</b>		Program Code	Approval #
		Program Name	_____
		<b>Secondary Program:</b> (If applicable)	
		Program Code	Approval #
		Program Name	_____

<b>Elective:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Micro-credential:</b>	<input type="radio"/> Yes <input type="radio"/> No
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Credit Hours
Lecture _____
Lab _____
Fieldwork _____
Practicum _____
Clinical _____
Total Credit _____

Grading Scheme
<input type="radio"/> No Grades Assessed (Grd Mode 8)
<input type="radio"/> Standard (50% pass) (Grd Mode 1)
<input type="radio"/> 60% Pass (Grd Mode 3)
<input type="radio"/> 65% Pass (Grd Mode A)
<input type="radio"/> 70% Pass (Grd Mode 2)
<input type="radio"/> Credit/Fail (Grd Mode C)

Funding Category
<input type="radio"/> Ministry Approval (Provide Paperwork)
<input type="radio"/> Pending Approval
<input type="radio"/> College Approved (Non-funded)

Types of Delivery (Please check all that apply)	
<input type="checkbox"/> LAB (Lab)	<input type="checkbox"/> COP (Co-op)
<input type="checkbox"/> LEC (Lecture)	<input type="checkbox"/> ONL (Online)
<input type="checkbox"/> LLB (Lecture Lab)	
<input type="checkbox"/> FLD (Fieldwork)	
<input type="checkbox"/> PRA (Practicum)	

Level
<input type="radio"/> Upgrading
<input type="radio"/> Credit
<input type="radio"/> Apprenticeship
<input type="radio"/> General Interest

College
<input type="radio"/> AV (School of Aviation)
<input type="radio"/> BS (School of Bus. Hosp. & Media Arts)
<input type="radio"/> CE (Continuing Education)
<input type="radio"/> EN (School of Engineering Technology)
<input type="radio"/> HC (School of Health & Comm. Services)
<input type="radio"/> SD (Innovation & Skills Development)

<b>Pre-requisite Courses</b>	<b>Co-requisite Courses</b>	<b>Equivalent Courses</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Comments (what has been updated)</b>
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Signatures:		
<b>School Approval:</b>		
_____	_____	_____
Print Name	Signature	Date
<b>Academic Manager/ Dean Approval:</b>		
_____	_____	_____
Print Name	Signature	Date