Trent logo

**Course Split – USC Form**

Course splits (two new half-credit courses from an existing full-credit course) must receive USC and Senate approval prior to implementation. Application procedures and resources are available on the [USC web page](mailto:USC%20web%20page). Complete proposals must be submitted to [usc@trentu.ca](mailto:usc@trentu.ca) by the Department Chair.

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| **Academic Unit** |
|  |
| **Chair** |
|  |
| **Date Submitted** |
|  |
| **Proposal has been evaluated and approved by departmental curriculum committee** |
| *check here* |
| **Original full-credit course code, title, description, prerequisite (if any), exclusions (if any) as listed in the Academic Calendar** |
|  |
| **First half-credit course code, title, description (maximum 50 words), prerequisite (if any), exclusions** |
|  |
| **Academic term of first offering (e.g., 2022FA, 2023SU)** |
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| **Second half-credit course code, title, description (maximum 50 words), prerequisite (if any), exclusions** |
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| **Academic term of first offering (e.g., 2022FA, 2023SU)** |
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| **Consultation With All Affected Academic Units** |
| If this course is cross-listed with other programs, share the proposal with these units and request a response for inclusion here. Departments must confirm if they will continue cross-listing. Add rows if needed. If a response has not been obtained at the time of submission, indicate date sent in the *responding comments* row. |
| **Department (1)** |
|  |
| **Department (1) Chair’s responding comments** |
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| **Department (2)** |
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| **Department (2) Chair’s responding comments** |
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**Syllabus**

Attach course syllabuses, in the approved Dean’s Office format, as separate documents with this form.

The syllabuses **must** include the following information to be reviewed by USC:

1. Instructional format and frequency/length of offering (e.g., weekly 2h lecture and 1h tutorial)
   * A classroom or online course normally consists of three contact hours each week; courses with a laboratory component will normally exceed three contact hours per week
2. A list of the assignments with weighting (in %) and week due for each
   * 25% of the final grade must be made available to students by the deadline to withdraw. The due dates should allow time for this work to be returned to the student. Provide details on assessment methods as appropriate. Examples include but are not limited to: How are marks for participation or presentations earned? What are the expectations? If a group project is assigned, how will grades be determined for each student?
3. A list of the learning outcomes/goals that successful students should achieve
4. Textbooks and/or required readings
5. Weekly schedule of topics