Trent logo

**Trial Course Regularization – USC Form**

After a trial course has been offered twice, it must be regularized to become permanent. Course regularizations must receive USC and Senate approval prior to implementation. Application procedures and resources are available on the [USC web page](http://www.trentu.ca/usc). 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* |
| **Course code, title, description, prerequisite (if any), exclusions (if any) as listed in the Academic Calendar** |
|  |
| **Academic term of first trial offering (e.g., 2022FA, 2023SU)** |
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| **Instructor and whether TUFA, LTA or CUPE** |
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| **Previous enrolment** |
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| **Degree Level Expectations (list departmental UDLEs being met in the course)** |
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| **Rationale for regularizing the course (how does the course fit into the department’s curriculum map?)** |
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| **EDII**  In developing curriculum, comment on how consideration has been given to incorporating EDII (equity, diversity, inclusion, and Indigenization) into course content. Consider incorporating different perspectives, practices, influences, experiences, ways of learning, approaches, and sensitivities. |
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| **Resource implications (if any)** |
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| **Consultation With All Affected Academic Units**  If content overlaps with courses offered by other departments and/or departments are invited to cross-list the course, share the proposal with these units and request a response for inclusion here. Add rows as needed. |
| **Department (1)** |
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| **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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| **Consultation – Indigenous Course Requirement**  If course is proposed to fulfill the Indigenous Course Requirement (ICR) and be added to the Approved Indigenous Course List, complete the [Indigenous Course Requirement](https://www.trentu.ca/vpacademic/sites/trentu.ca.vpacademic/files/documents/USCformIndigenousCourseRequirement.docx) form on the [USC web page](http://www.trentu.ca/usc) and send it to the Director, Chanie Wenjack School for Indigenous Studies. The School will provide a response for inclusion in the proposal.  **Indigenous Course Requirement Form** is appended to this application: |
| *check here* |

**Syllabus**

Append course syllabus for the last time the course was offered as a separate document. Please see [Information on New Course Syllabuses](https://www.trentu.ca/vpacademic/committees-policies/undergraduate-studies-committee/information-new-course-syllabuses) for guidelines.

The syllabus **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