THE UNIVERSITY OF BRITISH COLUMBIA

Supplemental Information Form – New Course

The information below is collected for administrative purposes only. **It is not reviewed or approved by the Senate.** By providing this information, proponents will enable Senate and Curriculum Services to ensure that new courses are correctly configured in Workday Student.

Course:

Instructional Format:

The default instructional format is Lecture.

If a different or multiple format/s is/are required, please select from the following:

Clinical	☐	Laboratory	☐	Service Learning	☐
Discussion	☐	Lecture	☐	Studio	☐
Experiential	☐	Recitation	☐	Thesis	☐
Independent Study	☐	Research	☐	Workshop	☐
Internship	☐	Seminar	☐		

Note: These choices have implications for course scheduling. They are not intended as prescriptive of pedagogies (i.e., instructors may use experiential pedagogical practices in a class formatted as "Lecture"). Units may have norms and standard practices. Proponents are encouraged to consult with their unit's scheduler(s) when completing this form.

Controls Grading:

Complete this section only if the course has multiple instructional formats.

The instructional format that controls grading indicates into which sections instructors will enter the grades for the course. If the course only has one instructional format, that will be the format where grades are entered.

Note: If a course has multiple instructional formats, indicating that one instructional format controls grading does not mean that sections of other instructional formats do not have graded components.

Impacts and Consequences:

Ensuring instructional formats are accurate at the time of course creation is an important step in the scheduling process. If a course section is missing an instructional format, or has too many instructional formats, students will not be able to complete their registration properly. In the event a course is scheduled and its instructional formats need to change, students registered in course sections will be dropped, the course sections will be deleted and need to be rescheduled, and students will need to be re-enrolled.

Resources:

For additional information, please review:

Course Inheritance & Course Section Set Up

Update Instructional Formats