Course Outline and Prerequisite Guidelines

Official Undergraduate Course Outline form

All courses submitted for approval should be on the latest version of this form, available in the Resources section of the UEC website (http://www.ufv.ca/senate/uec/uec-resources/) or from the UEC Assistant. Recent versions have an issue date listed near the top of the form.

- **Course implementation date:** Unless there is a reason for a later implementation date, the next available semester will be used. The UEC Assistant will complete this section of the form when the courses are fully approved.
- **Course review date:** Courses should be reviewed and updated every six years. The review date is six years after UEC approval, not course implementation.
- **Course number:** As directed by the Office of the Registrar, course numbers cannot be reused, as this creates data integrity issues for student records. This applies to course numbers that have been used at any point in UFV's history. The UEC Assistant can provide a list of available course numbers.
- **Course full title:** The official name of the course as it will appear in the Academic Calendar.
- **Course short title:** When a course title exceeds 30 characters, a short version should be provided by the department. The short title is what will appear in the timetable and on student transcripts.
- **Calendar description:** This should be written in active voice with a maximum of 40 words. Description should be clear, brief, and informative. Sentence fragments can be used, and redundant words and phrases should be eliminated. The course title should not be repeated.
- **Prerequisites, corequisites, and pre/corequisites:** Courses or other requirements necessary to provide students with knowledge and skills essential for success in the course. Prerequisites must be completed prior to taking the course, corequisites must be taken concurrently, and pre/corequisites must be completed either prior to or concurrently with the course.
- **Learning outcomes:** The knowledge, attitudes, and skills students will be able to demonstrate upon successful completion of the course. For guidance, see the *Writing Learning Outcomes* document in the Resources section of the UEC website.
- **Typical course content and topics:** Point form overview of the main themes, issues, and concepts that will be explored, or activities in which students will be engaged. Content is typically listed by week, unit, or module.

Additional Course Forms

Memo Template

Any course outline that is proceeding through the approval process should be submitted with a memo. To ensure that all relevant information is included, it is highly recommended that departments use the *Memo Template for Course Proposals*, found on the Resources section of the UEC website (http://www.ufv.ca/senate/uec/uec-resources/) or from the UEC Assistant.

Official Undergraduate Cross-Listed Course Outline Form

Cross-listed courses should be on the *Official Undergraduate Cross-Listed Course Outline Form*. Any time changes are made to the main course outline, which is on the *Official Undergraduate Course Outline Form*, the same changes must also be made to the corresponding cross-listed outline. All relevant areas of the cross-listed outline should match the main outline exactly, including the calendar description, prerequisites, etc.

Supplemental Texts and Resource Materials Form

Whenever more than five text or resource materials need to be listed on the *Official Undergraduate Course Outline Form*, the *Supplemental Texts and Resource Materials Form* provides an area to list the additional information. This form should be submitted separately, but will be combined with the course outline file when it is published online.

Transfer Credit Request Form

A *Transfer Credit Request Form* has been created to provide departments with the opportunity to indicate which institutions should be sent transfer credit requests. Departments will typically have the best understanding of which institutions are likely to grant transfer credit for each course.

Prerequisite Guidelines

The following prerequisite standards have been developed in consultation with OReg staff to ensure clarity and consistency.

- High school subjects: full name in upper and lower case *(Biology 12, Principles of Mathematics 12)*.
- UFV courses: course acronym in upper case *(BIO 111, ENGL 105).*
- Grades stated as "__ or better in ___" *(C+ or better in BIO 111).*
- Options prefaced by "one of:"
- Numbers rather than words for required credits ("9 credits" rather than "nine credits").
- "Including" rather than "to include" *(45 university-level credits including BIO 111)*.
- "Admission to" rather than "enrollment in" or "acceptance to".
- Specific requirements stated, rather than "at least __ credits" or "at least __ courses".
- Specific course acronyms defined rather than general statements such as "Arts and Applied Arts" or "any first year lab course".
- Serial comma used in a list of three or more *(MATH 211, MATH 221, and MATH 308)*.
- Period at the end, even if there is only one requirement.
- Course level:
    - Number of credits referred to as "__ university-level credits".
    - "200-level courses" rather than "second-year courses".
    - "300-level courses and above" rather than "upper-level courses".
    - "Lower-level courses" is not usually necessary (i.e. "any CMNS course" rather than "any lower-level CMNS course").
- Parentheses rather than semicolons (see examples below).
- Square brackets used within parentheses if required (see examples below).
- Corequisites should only include courses that will always be offered in the same term; otherwise, the pre/corequisites section should be used.
- The following cannot be coded in Banner and should not be included:
    - Required GPA.
    - Grade average over multiple courses (each course should have individual letter grade).
    - Statements such as "taken in the previous semester" (minimum that can be coded is within one year).
    - General requirements that are not associated with a UFV course or a recorded test score, such as "knowledge of programming language", "diploma-related course work", "familiarity with the basic skills of historical inquiry", or "departmentally-approved certificate or diploma".
    - The option of program admittance or a specified number of credits, such as "admission to the Liberal Arts diploma or 45 university-level credits".

Prerequisite Examples

1. CMNS 125.
2. CMNS 125 or HIST 200.
3. CMNS 125 and HIST 200.
4. 9 credits of history or 45 university-level credits.
5. Admission to the Practical Nursing diploma.
6. HIST 102 and (6 additional credits of history or 42 additional university-level credits).
7. MATH 211 and (C or better in MATH 112 or B or better in MATH 118).
8. MATH 211, MATH 221, and MATH 308.
9. MATH 211, MATH 221, and at least two Math courses 300-level and above.
10. CMNS 345, or 45 university-level credits including CMNS 235 or CMNS 280.
11. 45 university-level credits including CMNS 251.
12. 60 university-level credits including a 200-level CMNS or ENGL course.
13. 60 university-level credits, including 12 credits of CMNS, of which 9 credits must be 300-level or higher, and written permission of the instructor and the department.
14. One of: CMNS 125, CMNS 155, CMNS 175, or ENGL 105.
15. (One of: CMNS 125, CMNS 155, CMNS 175, or ENG 105) and (any first-year CHEM course).
16. C+ or better in one of: (Biology 12 or BIO 093) or (BIO 111 within 5 years prior to enrollment).
17. One of: (C or better in one of Principles of Mathematics 11 or MATH 085) or (C or better in both Foundations of Mathematics 11 and Precalculus 11) or (B or better in one of Foundations of Mathematics 11 or Precalculus 11) or (C+ or better in Applications of Mathematics 11) or (one of Foundations of Mathematics 12, Precalculus 12, or MATH 096) or (both MATH 094 and MATH 095.)
18. One of: (C+ or better in MATH 085) or (B- or better in Principles of Mathematics 11 or Pre-calculus 11) or (C or better in one of Principles of Mathematics 12, Pre-calculus 12, or MATH 094) or (UUP assessment).
19. (HIST 210 [formerly HIST 111] or the discontinued HIST 112) and (6 additional credits of history or 42 additional university-level credits).
20. (One of: HIST 209 [formerly HIST 202], HIST 210 [formerly HIST 111], or the discontinued HIST 112) and (6 additional credits of history or 42 additional university-level credits).
21. (One of: HIST 210, RLST 201, RLST 330, ANTH 130, or SOC 340) and (6 additional credits of history or 42 additional university-level credits).
22. 60 university-level credits including (three of: HALQ 202, IPK 121, IPK 122, IPK 277, HIST 103, FNST 101, FNST 102, FNST 201, FNST 202, or FNST/EDUC 275) and (one of: IPK 331, IPK 332, IPK 386, IPK 444, or IPK 477) and instructor's permission.