

### COURSE PROPOSAL OR MAJOR REVISION FORM

This form should be used for:

1. Proposing a new course at the undergraduate and postgraduate levels.
2. Proposing major revisions to existing courses. These revisions include:
	1. Substantial changes to the design of the course such as new course learning outcomes (CLO) and assessment portfolio;
	2. Significant changes to coursework and final examination ratio, for example, conversion from a 100% coursework only course to a combination of coursework and examination course and vice-versa (refer to Assessment and Associated Regulations)
	3. Changes in mode of delivery.

Please refer to the **Guidelines for Completing the Course Proposal or Major Revision Form**.

### SECTION A: COURSE INFORMATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Faculty: | [ ]  | Arts, Law & Education | [ ]   | Business & Economics | [ ]  | Science, Technology & Environment |
| School/Centre/Institute: |  |
| Programme (e.g. BA, BSc, PGDip) (Please specify all programmes): |  |

|  |  |  |
| --- | --- | --- |
| Course Level | [ ]  Undergraduate  | [ ]  Postgraduate  |
| Proposal Type | [ ]  New Course | [ ]  Major Revision to Course  |

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| COURSE PROFILE |
| Course Code: |  |
| Course Title: |  |
| **Semester(s) on offer:** | **Year of New/Revised Offer** | **Mode of Delivery**  | **Campus Offering** |
| [ ]  Semester 1  |  | [ ]  F Face-to-Face [ ]  P Print  | [ ]  B Blended [ ]  O Online |  |
| [ ]  Semester 2 |  | [ ]  F Face-to-Face [ ]  P Print  | [ ]  B Blended [ ]  O Online |  |
| [ ]  Trimester 1 |  | [ ]  F Face-to-Face [ ]  P Print  | [ ]  B Blended [ ]  O Online |  |
| [ ]  Trimester 2 |  | [ ]  F Face-to-Face [ ]  P Print  | [ ]  B Blended [ ]  O Online |  |
| [ ]  Trimester 3 |  | [ ]  F Face-to-Face [ ]  P Print  | [ ]  B Blended [ ]  O Online |  |
| Will any courses be deleted to make way for this new course? If yes, please list. | [ ]  No [ ]  Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Expected number of students by mode for next 3 years | **Mode** | **Year 1** | **Year 2** | **Year 3** |
| **[ ]** F Face-to-Face |  |  |  |
| [ ]  P Print  |  |  |  |
| [ ]  B Blended  |  |  |  |
| [ ]  O Online |  |  |  |
| Credit Points  | [ ]  7.5 (Undergraduate) [ ]  15 (Postgraduate) |
| Pre-requisite Courses (if any)  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Responsible Staff Details | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| COURSE RATIONALE |
| Briefly explain the rationale for the proposal and the alignment of this course with the associated Programme/Major |
|  |

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| COURSE DESCRIPTION |
| Provide a concise summary (100 – 150 words) of the main focus of the course. *Note: This will constitute the description of the course in the Handbook and Calendar.* |
|  |

[ ]  Please complete this section if the course is an **Undergraduate Course**

### LEARNING OUTCOMES AND ALIGNMENT AT UNDERGRADUATE LEVEL

### (Please attach Alignment Table and Curriculum Map)

|  |
| --- |
| COURSE LEARNING OUTCOMES (CLO) |
| On successful completion of this course, students will be able to: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |
| --- |
| PROGRAMME GRADUATE OUTCOMES (PGO) |
| Successful completion of this course will contribute to the following PGOs:  |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |
| --- |
| ALIGNMENT OF COURSE LEARNING OUTCOMES AND PROGRAMME GRADUATE OUTCOMES\**LEVELS: B – Benchmark, M – Milestone, C – Capstone* *\*Refer to Programme Graduate Outcomes Rubrics to determine appropriate level* |
|  | **COURSE LEARNING OUTCOMES** | **PROGRAMME GRADUATE OUTCOMES** | **LEVELS** |
| 1. | CLO1 | PGO1 | [ ]  B [ ]  M [ ]  C |
| 2. |  |  | [ ]  B [ ]  M [ ]  C |
| 3. |  |  | [ ]  B [ ]  M [ ]  C |
| 4. |  |  | [ ]  B [ ]  M [ ]  C |
| 5. |  |  | [ ]  B [ ]  M [ ]  C |

|  |
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| ALIGNMENT OF COURSE LEARNING OUTCOMES AND USP GRADUATE OUTCOMES\* |
| **USP Graduate Outcomes:** *1. Communication**2. Creativity**3. Critical Thinking and Quantitative Reasoning* | *4. Ethics* *5. Pacific Consciousness* | *6. Professionalism* *7. Teamwork* |
| *LEVELS: B – Benchmark, M – Milestone, C – Capstone\*Refer to USP Graduate Outcomes Rubrics to determine appropriate level* |
|  | **COURSE LEARNING OUTCOMES** | **USP GRADUATE OUTCOMES** | **LEVELS** |
| 1. |  |  | [ ]  B [ ]  M [ ]  C |
| 2. |  |  | [ ]  B [ ]  M [ ]  C |
| 3. |  |  | [ ]  B [ ]  M [ ]  C |
| 4. |  |  | [ ]  B [ ]  M [ ]  C |
| 5. |  |  | [ ]  B [ ]  M [ ]  C |

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| --- | --- | --- |
| RESEARCH SKILLS DEVELOPMENT (RSD)Complete this table only if RSD is applicable to this course | Taught and Assessed? | RSD Level (1-5) |
| Facet A: Embark and clarify  | [ ]  Yes [ ]  No  |  |
| Facet B: Find and generate | [ ]  Yes [ ]  No |  |
| Facet C: Evaluate and reflect | [ ]  Yes [ ]  No |  |
| Facet D: Organise and manage | [ ]  Yes [ ]  No |  |
| Facet E: Analyse and synthesise | [ ]  Yes [ ]  No |  |
| Facet F: Communicate and apply ethically | [ ]  Yes [ ]  No |  |

[ ]  Please complete this section if the course is a **Postgraduate** **Course**

### LEARNING OUTCOMES AND ALIGNMENT AT POSTGRADUATE LEVEL

### (Please attach Alignment Table and Curriculum Map)

|  |
| --- |
| COURSE LEARNING OUTCOMES (CLO) |
| On successful completion of this course, students will be able to: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |
| --- |
| PROGRAMME GRADUATE OUTCOMES (PGO) |
| Successful completion of this course will contribute to the following PGO: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| --- |
| ALIGNMENT OF COURSE LEARNING OUTCOMES AND PROGRAMME GRADUATE OUTCOMES\**Post Graduate Level: PG Dip, Masters, PhD**\*Refer to Programme Graduate Outcomes Rubrics to determine appropriate level* |
|  | **COURSE LEARNING OUTCOMES** | **PROGRAMME GRADUATE OUTCOMES** | **LEVELS** |
| 1. | CLO1 | PGO1 | [ ]  PG Dip [ ]  Masters [ ]  PhD |
| 2. |  |  | [ ]  PG Dip [ ]  Masters [ ]  PhD |
| 3. |  |  | [ ]  PG Dip [ ]  Masters [ ]  PhD |
| 4. |  |  | [ ]  PG Dip [ ]  Masters [ ]  PhD |
| 5. |  |  | [ ]  PG Dip [ ]  Masters [ ]  PhD |

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| ALIGNMENT OF COURSE LEARNING OUTCOMES AND USP POST GRADUATE OUTCOMES\* |
| **USP Post Graduate Outcomes** *1. Autonomy**2. Collaboration**3. Communication & ICT Literacy* | *4. Creativity* *5. Critical Thinking**6. Ethics* | *7. Pacific Consciousness**8. Professionalism**9. Research & Scholarship* |
| *Post Graduate Level: PG Dip, Masters, PhD**\*Refer to USP Post Graduate Outcomes Rubrics to determine appropriate level* |
|  | **COURSE LEARNING OUTCOMES** | **USP POST GRADUATE OUTCOMES** | **LEVELS** |
| 1. | CLO1 | 1 | [ ]  PG Dip [ ]  Masters [ ]  PhD |
| 2. |  |  | [ ]  PG Dip [ ]  Masters [ ]  PhD |
| 3. |  |  | [ ]  PG Dip [ ]  Masters [ ]  PhD |
| 4. |  |  | [ ]  PG Dip [ ]  Masters [ ]  PhD |
| 5. |  |  | [ ]  PG Dip [ ]  Masters [ ]  PhD |

|  |  |  |
| --- | --- | --- |
| RESEARCH SKILLS DEVELOPMENT (RSD)Complete this table only if RSD is applicable to this course | Taught and Assessed? | RSD Level (1-5) |
| Facet A: Embark and clarify  | [ ]  Yes [ ]  No  |  |
| Facet B: Find and generate | [ ]  Yes [ ]  No |  |
| Facet C: Evaluate and reflect | [ ]  Yes [ ]  No |  |
| Facet D: Organise and manage | [ ]  Yes [ ]  No |  |
| Facet E: Analyse and synthesise | [ ]  Yes [ ]  No |  |
| Facet F: Communicate and apply ethically | [ ]  Yes [ ]  No |  |

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| ASSESSMENT PORTFOLIO AND ALIGNMENT |
| State all individual assessment tasks, their weighting (%), explain the rationale for each task and how it is aligned with the Course Learning Outcomes.  |
| **Assessment Task** | **%** | **Comments/Rationale** | **Course****Learning Outcomes**  |
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| STUDENT WORKLOAD HOURS |
| Learning Hours per Semester: Undergraduate: 187-225 hours Postgraduate: 375-450 hours |
| ***Directed Learning (Student contact hours)*** |  |
| * Lectures or equivalent
 |  |
| * Tutorials/Labs/Field trips
 |  |
| * Online required activities e.g. discussion forums, reflection
 |  |
| * Work placements/internships
 |  |
| * Continuous assessments
 |  |
| * Final examination/project
 |  |
| * …
 |  |
| ***Self-directed Learning*** |  |
| * Related reading
 |  |
| * Online/Library research
 |  |
| * Lecture/tutorial/lab preparation
 |  |
| * Assessment preparation
 |  |
| * Supplementary online activities
 |  |
| * …
 |  |
| ***Others (specify):*** |  |
| * …
 |  |
|  |  |
| **Total**  |  |

|  |
| --- |
| **LEARNING RESOURCES (including Open Educational Resources, prescribed textbooks, audio/visuals) and estimated costs** |
| 1. Core learning resources

|  |  |
| --- | --- |
| **Title** | **Cost (FJD Dollars)** |
|  |  |
|  |  |

1. Optional learning resources
 |

|  |
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| Out-of-Class Requirements |
| Field Trips: [ ]  Yes [ ]  No | Work Placements/Internship: [ ]  Yes [ ]  No |
| Timing in Academic Year | Semester: \_\_\_\_\_\_\_\_\_\_Week(s): \_\_\_\_\_\_\_\_\_\_\_ | Timing in Academic Year | Semester: \_\_\_\_\_\_\_\_\_\_Week(s): \_\_\_\_\_\_\_\_\_\_\_ |
| Location |  | Location |  |
| Duration in Days |  | Duration in Days |  |
| Justification for Field Trips: | Justification for Work Placements/Internship: |

|  |
| --- |
| **Learning Technologies**  |
| [x]  Moodle *(All courses by default have a Moodle Page)* [ ]  ePortfolio (e.g. Mahara, Blogs) [ ]  Web conferencing (e.g. BigBlueButton, Zoom, Skype)[ ]  Satellite Tutorials (e.g. REACT)[ ]  Audio/Visual Resources (e.g. YouTube, Podcasts) [ ]  Social media (e.g. Facebook, Twitter, Instagram, Pinterest, LinkedIn) Specialised software (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| CROSS FACULTY/SCHOOL CONSULTATION |
| Has there been cross faculty/school consultation where pertinent? | [ ]  Yes [ ]  No [ ]  Not applicableIf yes, please specify and attach evidence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Course Proposal Form Completed by: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Course Proposal Endorsed by FacultyAssociate Dean (Learning & Teaching) | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### SECTION B: CONSULTATION WITH ACADEMIC SUPPORT UNITS ON RESOURCE IMPLICATIONS

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| LIBRARY |
| Has the discipline Liaison Librarian been consulted on the availability of appropriate learning resources? | [ ]  Yes [ ]  NoName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| List relevant resources (minimum 10) currently provided by the Library. Provide classmark/url*Except for classics, it is recommended that titles are published in the last 10 years* | 1. Print Titles
2. E-Books
3. Database Resources: Journal titles and journal articles
4. Open Access/Educational Resources [recommended]
 |
| List relevant resources you recommend the Library purchase (maximum 10) |  |
| Are you willing to allocate time for Library’s Information Research Skills (IRS) classes for this course? | [ ]  Yes [ ]  NoIf Yes, indicate a tentative week in the semester: \_\_\_\_\_\_\_\_Contact irs@library.usp.ac.fj |
| Will there be any external/extra funding available for Library resources for this course? | [ ]  Yes [ ]  NoSource:Amount:Commencement: Period: |

|  |  |  |
| --- | --- | --- |
| Approved By University Librarian or nominee: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| CENTRE FOR FLEXIBLE LEARNING (CFL) |
| Does the proposed use of learning resources comply with the University Copyright Compliance Guideline? [ ]  Yes [ ]  No  |
| Does this course require course development assistance from CFL? [ ]  Yes [ ]  No  |
| Training and/or support required for course offering (initial and ongoing) | [ ]  Learning Technologies[ ]  Developing/Revising Flexible course/programme [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |  |  |
| --- | --- | --- |
| Approved by PVC Flexible Learning/Director CFL or nominee: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Disability Resource Centre (DRC) |
| This course will require:  | [ ]  Assistive/Inclusive technology[ ]  Access to learning spaces (buildings, labs, etc.) |
| Training and/or support is required for | [ ]  Inclusive technology[ ]  Developing learning resources[ ]  Other training or support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |  |  |
| --- | --- | --- |
| Approved by ManagerDisability Resource Centre or nominee: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Information Technology Services (ITS) |
| This course will be using:  | [ ]  Videoconference facilities (REACT, Video-conferencing rooms, etc.)[ ]  Video links as learning resources  |
| Is there any impact from use of specialised software (if any)? [ ]  Yes [ ]  No If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Training and/or support is required for | [ ]  Videoconferencing use[ ]  Other training or support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |  |  |
| --- | --- | --- |
| Approved by Director ITS or nominee: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### SECTION C: APPROVAL PROCESS

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| ACADEMIC SECTION PROPOSING THIS COURSE |
| Are additional academic staff required to teach this course? | [ ]  Yes [ ]  NoIf yes, please specify: [ ]  Teaching Support Staff (e.g. TAs,)[ ]  Teaching Staff (AL to P)[ ]  Part-time Teaching Staff (AL to P)Budget implications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is additional teaching space required to teach this course?  | [ ]  Yes [ ]  NoIf yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Budget implications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| BOARD OF STUDIES (BOS) |
| [ ]  | The learning resources and teaching spaces are available to offer this course |
| [ ]  | Staffing resource implications have been addressed (e.g. accommodation of teaching hours in each staff member’s teaching load, implications for part-time staffing) |
| [ ]  | Appropriate consultations have been undertaken within and across other faculties/schools(Evidence of this consultation should be attached) |
| [ ]  | Academic support units have been consulted |
| [ ]  | Proposed course is well-aligned with relevant programme graduate outcomes and USP Graduate/Post Graduate outcomes |
| [ ]  | Faculty Associate Dean (Learning & Teaching) has endorsed that the proposal:* Links into the overall Learning & Teaching priority area in the Strategic Plan
* Complies with Curriculum Review and Development work and Faculty Business Plans
 |

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| --- | --- | --- |
| Approved by BOS Chair: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | BOS Reference No.: \_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### FACULTY APPROVAL

|  |
| --- |
| **The Faculty Academic Standards & Quality Committee (FASQC) confirms that:** |
| [ ]  | The learning resources and teaching spaces are available to offer this course |
| [ ]  | Staffing resource implications have been addressed (e.g. accommodation of teaching hours in each staff member’s teaching load, implications for part-time staffing) |
| [ ]  | Appropriate consultations have been undertaken within and across other faculties/schools. (Evidence of this consultation should be attached.) |
| [ ]  | Academic support units have been consulted |
| [ ]  | FASQC Chair has approved that the proposal:* Links into the overall Learning & Teaching priority area in the Strategic Plan
* Complies with Curriculum Review and Development work and Faculty Business Plans
 |

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| Approved by FASQC Chair: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reference No.: \_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### Academic Programmes Committee (APC) DECISION

|  |  |
| --- | --- |
| [ ]  | Endorsed and recommended to Senate for approval |
| [ ]  | Endorsed and recommended to Senate for approval subject to changes requested by APC |
| [ ]  | Not approved |

|  |  |  |
| --- | --- | --- |
| Approved by APC Chair: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reference No.:\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### SENATE DECISION

|  |  |
| --- | --- |
| [ ]  | Endorsed & to be included in the USP Handbook & Calendar. |
| [ ]  | Endorsed & to be included in the USP Handbook & Calendar subject to changes as requested by Senate.  |
|  [ ]  | Not approved |

|  |  |  |
| --- | --- | --- |
| Approved by Senate Chair: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reference No.: \_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### SECTION D: VERIFICATION BY Council and Senate Secretariat (CSS), FACULTY HANDBOOK & CALENDAR REPRESENTATIVE AND STUDENT ADMINISTRATIVE SERVICES (SAS)

*Note: Section D is to be completed if Senate’s Decision is either 1 or 2 in Section C above.*

|  |  |  |
| --- | --- | --- |
| Verified by Council and Senate Secretariat  | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Senate Reference No.: \_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | APC Reference No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| --- | --- | --- |
| **Handbook and Calendar**Verified by Faculty Handbook & Calendar Representative: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- |
| **Banner Activation**Verified by Group Manager Student SAS for Banner Activation: | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The repository for the original signed Form is the Council & Senate Secretariat Office.