

### 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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***School:*** |  | SAFE  SoLaSS  Other (Specify) |  | SBM  STEMP | SAGEON | SPACE |

|  |  |  |
| --- | --- | --- |
| Course Level | Undergraduate | Postgraduate |
| Proposal Type | New Course | Major/Minor Revision to Course |

(specify)

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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 | |

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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 |  |

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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** |  |

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| **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: | |

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| **Learning Technologies** |
| 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 SCHOOL/ DISCIPLINE CONSULTATION | |
| Has there been cross school/discipline consultation where pertinent? | Yes  No  Not applicable  If 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 School  Deputy HoS (Learning, Teaching & Quality) | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

|  |  |
| --- | --- |
| LIBRARY | |
| Has the discipline Liaison Librarian been consulted on the availability of appropriate learning resources? | Yes  No  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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  No  If Yes, indicate a tentative week in the semester: \_\_\_\_\_\_\_\_  Contact [irs@library.usp.ac.fj](mailto:irs@library.usp.ac.fj) |
| Will there be any external/extra funding available for Library resources for this course? | Yes  No  Source:  Amount:  Commencement: Period: |

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| --- | --- | --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Approved 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Approved by Manager  Disability 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

### SECTION C: APPROVAL PROCESS

|  |  |
| --- | --- |
| ACADEMIC SECTION PROPOSING THIS COURSE | |
| Are additional academic staff required to teach this course? | Yes  No  If 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  No  If 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 ~~/~~schools/disciplines  (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 |
|  | School Deputy HoS (Learning, ~~&~~ Teaching & Quality) 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 School Business Plans |

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

### SCHOOL APPROVAL

|  |  |
| --- | --- |
| **The School Academic Standards & Quality Committee (~~F~~SASQC) 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 schools/disciplines.  (Evidence of this consultation should be attached.) |
|  | Academic support units have been consulted |
|  | SASQC 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 School Business Plans |

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| --- | --- | --- |
| Approved by SASQC 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 |

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| --- | --- | --- |
| 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 |

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

### SECTION D: VERIFICATION BY Council and Senate Secretariat (CSS), SCHOOL 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.*

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

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| **Handbook and Calendar**  Verified by School 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.