



**GUIDELINES FOR COMPLETION OF PROPOSAL FOR
UNDERGRADUATE OR CERTIFICATE COURSE CHANGE FORM**

NOTE: If you are changing a course number or title, you *MUST* delete the current course and introduce it under the new title and/or number.

INTRODUCTION, MODIFICATION OR REACTIVATION OF UNDERGRADUATE COURSES FORM

- The Introduction, modification or reactivation form must be completed for all courses being introduced, modified or reactivated.
- The Deletion, Departmental re-numbering or the placing into "Not currently offered" form must be completed for all courses being deleted, renumbered or placed into *Not Currently Offered*.
- Where more than one proposal is submitted by a unit, the proposals must be accompanied by a summary sheet which clearly lists all course numbers, names and credit hours grouped by category (i.e. courses deleted, introduced, modified, etc.) as well as a statement of the net change in credit hours. (See sample)
- Changes in a proposing unit's offerings resulting in a net increase of more than 9 credit hours must be separately submitted to the Senate Planning and Priorities Committee, and should include a statement from the Dean/Director concerning the resource implications of the proposal.
- As the proposals must be photocopied a number of times, it is important that they be originals, single sided, and that they be not stapled but paper clipped together.

Form Page 1

- Mark with an "X" the type of proposal. Note that the modification category is to be used only for minor changes in course description. **Changes in title and/or credit hours are to be submitted as deletion and introduction pairs** (i.e. submit two forms).
- The course number, level, subject, credit hours and name must be indicated. For new courses enter the subject code followed by the first digit (course level) and three capital letters (e.g. 1AAA, 2AAB).
- Indicate the year and which term (e.g. Fall/Winter) the proposed change is to be effective.
- Indicate the language of instruction.

Course Description

- Provide a course description of no more than four (4) lines (approximately 75 characters per line, including spaces), including title, in the standard Calendar format. Note that the course number, title and credit hours must precede the description and any restrictions and/or pre-requisites must follow it.
- If the proposed course is to be graded on a Pass/Fail basis, that fact must be included in the Calendar entry.

Reasons for Change

- Reasons for change should be brief and meaningful. For example:
 - Introducing new material into a program in keeping with advances and/or changes in the foci of the particular field or department;
 - To accommodate expertise of new staff members;
 - Division of full course into half course; state the rationale for this.

The above examples are neither exhaustive nor complete and it is appreciated that there may be other reasons pertaining to the change proposed.

- Indicate if the course appears/will appear on any list of required or elective courses in any University program.

Signatures

- Print or type names and sign: the Head should sign for the department and the Dean/Director for the faculty/school. In cases where there is more than one faculty/school involved, the form should be co-signed by the Deans/Directors of the faculties/schools involved, or the equivalent statement provided.

Form Page 2

- indicate courses that may not be held for credit with this course, prerequisites, pre- or corequisites and corequisites.
- complete the other information section as appropriate

Supporting Documentation

- Normally, all proposals for new courses must be accompanied by a one page (maximum) course outline.
- A statement from the subject librarian **must** accompany all proposals for new courses and significant course revisions. In the case of topics courses, in which the subject material varies from offering to offering, the proposing unit is responsible for securing the prior agreement of the library that appropriate holdings are available to support the particular topics to be dealt with in each offering.
- Provide a statement of additional costs if there is a change in any of the following:
 - Workload of academic or support staff or reassignment of workload from one faculty/school to another.
 - Requirements for additional space, renovations to existing space or changes in the usage of space.
 - Costs of supplies and expenses including any specific media requirements associated with the teaching of the course.
- Where there is possible curricular overlap or infringement or conflict of jurisdiction, the proposing unit must obtain written agreement to the change from all parties concerned.
- Provide letters of comment from other faculties/schools whose programs would be affected by this proposal.
- Describe, by providing both current and revised program descriptions, the effects of the proposed course change on programs within your faculty/school. Where appropriate, describe what arrangements will be made for the students affected by the transition to a new program structure.

DELETION, DEPARTMENTAL RE-NUMBERING OR THE PLACING INTO "NOT CURRENTLY OFFERED" FORM

- It is not necessary to complete a separate form for each course when a number of courses are being deleted or renumbered.
- Please include the reasons for the change(s).

CLASSICS

Deletions

| | | |
|-----------|---------------|-----|
| CLAS.2600 | Greek History | (6) |
| CLAS.2610 | Roman History | (6) |

Introductions

| | | |
|-----------|--|-----|
| CLAS.2ABB | Roman History: The Roman Republic, 753-30 BC | (3) |
| CLAS.2ACC | Roman History: The Roman Empire, 30 BC-AD 337 | (3) |
| CLAS.2XXX | Greek History: Pre-Classical Greece, 1200-479 BC | (3) |
| CLAS.2XYY | Greek History: Classical Greece, 479-323 BC | (3) |
| CLAS.3ABB | Aegean and Italian Prehistory | (3) |
| CLAS.3ACC | Hellenistic Civilization: History and Archaeology | (3) |
| CLAS.3ADD | The World of Late Antiquity: History and Archaeology | (3) |

Modifications

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|-----------|--|-----|
| CLAS.2460 | Field Studies in Greek Archaeology and History | (6) |
| CLAS.2490 | Field Studies in Roman Archaeology and History | (6) |

Net change in credit hours: + 9 Hours

ECONOMICS

Introduction

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|-----------|--|-----|
| ECON.4AAA | Evaluation of Economic Policy and Programs | (3) |
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Net change in credit hours: + 3 Hours

FRENCH, SPANISH AND ITALIAN - FRENCH

Deletion

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|-----------|----------------------------------|-----|
| FREN.4600 | Langue et littérature médiévales | (3) |
|-----------|----------------------------------|-----|

Introduction

| | | |
|-----------|---------------------|-----|
| FREN.4XXX | Études spécialisées | (3) |
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Modification

- Honours Single Program

Net change in credit hours: + 0 Hours