

## PROPOSAL FOR THE MODIFICATION OF UNDERGRADUATE COURSES

TO BE COMPLETED FOR COURSES BEING MODIFIED.

*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.*

Faculty:

Department:

Course number:

Long title:

(max 90 characters)

How is the course being changed?

When will the modification be effective:

Course Description (current):

Course Description (modified): As it will appear in the Calendar (include restrictions, pre-requisites, equivalencies, may not be held with, etc.) \*\*\* See *Guidelines for writing course descriptions*. \*\*\*

Rationale/explanation for the proposed modification:

Does this change lead to changes in programs in your own unit? Yes No  
In other faculties? Yes No

Include documentation from affected programs/units.

Use a separate sheet if necessary.

### Signatures:

Department Approval: \_\_\_\_\_  
Print Name Signature Date

Faculty/School Approval: \_\_\_\_\_  
Print Name Signature Date

NOTE: Please include all applicable previous course numbers below. [Must also be included in calendar course description.]

Prerequisites: (MUST be taken before)

Pre- or Corequisites (must be taken either before or at the same time)

Corequisites (**MUST** be taken at the same time)

May **not** be held with:

## SUPPORTING DOCUMENTATION FOR THE MODIFICATION OF UNDERGRADUATE COURSES

### Checklist:

The following items are attached and form part of this proposal:

1. **COURSE OUTLINE**  
A one page outline including: lecture, laboratory and tutorial hours per week; topics covered in lectures; a brief description of laboratories, tutorials and assignments. Identify required textbooks(s) if applicable.
2. **LIBRARY STATEMENT**  
Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of program proposals, in order to prepare its statement.
3. **STATEMENT OF ADDITIONAL COSTS, WORKLOAD, AND/OR SUPPLIES**  
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.
4. **STATEMENT(S) FROM OTHER DEPARTMENTS, FACULTIES OR SCHOOLS OF POSSIBLE OVERLAP**  
Where there is possible curricular overlap or infringement or conflict of jurisdiction, the proposing unit must provide a statement indicating that other units have been contacted.
5. **STATEMENT(S) FROM OTHER DEPARTMENTS, FACULTIES OR SCHOOLS OR POSSIBLE CHANGES IN THEIR PROGRAMS**  
Provide letters of comment for other faculties/schools whose programs would be affected by this proposal.
6. **REVISED PROGRAM DESCRIPTIONS FOR ALL PROGRAMS USING THIS COURSE**  
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.
7. **OTHER DOCUMENTATION**