

CONSULTATION: REQUEST FOR DIALOGUE / RESPONSE (PART A)
SCCCC Fall 2024/Spring 2025

Complete Sections A through D of this form. Send a copy together with Part B and any additional supporting documentation to unit(s) from which you require a response. Submit the completed form (Part A) together with responses received (Part B). See the [Guidelines for Completion of Undergraduate/Certificate Course and Curriculum Changes](#).

SECTION A –UNIT INITIATING CONSULTATION

Faculty/College/School:

Department or Program:

SECTION B – REASON FOR CONSULTATION

The department/school/college/faculty (unit) being consulted is required to comment on possible:

curricular overlap infringement on jurisdiction impact on demand for its course(s)/program(s)

The proposed course change requires the unit being consulted to submit a proposal to modify its:

course(s) curriculum admission requirements

For information: The deleted/modified course is a prerequisite for a course used in a program(s) offered by the unit.

Other reason (Please elaborate as part of your response in Section C.)

Request for assessment of course intended to satisfy:

Written English Mathematics RIC List

Indicate the SCCC deadline your unit will meet:

Fall 2024

Spring 2025

Date Part A was sent to other unit(s):

Request a response by the date indicated:

SECTION C – DESCRIPTION OF PROPOSED CURRICULUM/COURSE CHANGE

Briefly describe the proposed curriculum/course change in your unit. Indicate why the consultation is required. Be specific, including with respect to the potential impact on courses/curriculum/admission requirements in the other unit(s).

SECTION D – UNIT(S) CONSULTED: List the faculties/colleges/schools/departments consulted.

SECTION E – RESPONSES RECEIVED: Attach responses received from other units to your unit's submission to SCCC.

CONSULTATION: RESPONSE AND NEXT STEPS (PART B)
SCCCC Fall 2024/Spring 2025

Section F is to be completed by the unit initiating the consultation. Sections G - J are to be completed by the unit being consulted. Return the completed form (Part B) to the unit that initiated the consultation.

SECTION F –UNIT INITIATING CONSULTATION

Faculty/College/School:

Department or Program:

SECTION G – UNIT RESPONDING

Faculty/College/School:

Department or Program:

SECTION H – RESPONSE

- Identify any impacts on course(s)/curriculum in your unit.
- Indicate whether your unit has any specific concerns with the proposed curriculum/course change that the proposing unit and SCCC should be aware of.¹

See next page.

¹ If a concern identified in Section H remains unresolved following a discussion between the two units, the units will jointly prepare and attach a brief description of their consultations, including possible solutions that were considered.

SECTION I – NEXT STEPS – IMPACTS AND SENATE COMMITTEE SUBMISSIONS REQUIRED

- List courses/programs in your unit that would be impacted by the proposed course/curriculum changes.
- Describe the impact on your courses/programs.
- [Indicate when your unit will submit related curriculum or course change proposals to the SCCCC \(e.g. Fall 2024 or Spring 2025\)² or changes to admission requirements to SCADM.](#)
- If your unit was contacted for information only, please acknowledge receipt of the information by completing sections I and J and returning the completed form to the unit that initiated the consultation.

SECTION J – SIGNATURES

Department Approval: _____
Type Name Signature Date

Faculty/College/School Approval:

Type Name Signature Date

² Normally, related submissions to the SCCCC should meet the same submission deadline the initiating unit intends to meet. See Part A, Section B of the form.