If the <u>short</u> course title, course number, subject code or number of credit hours is to be changed, do not use this form. The current course <u>MUST</u> be deleted and re-introduced under a new title and/or number and/or different credit hours.
See the *Guidelines for Completion of Proposal for Undergraduate/Certificate Course and Curriculum Changes* for additional instructions.

SECTION A – COURSE DETAILS

Faculty/College/School:

Department or Program:

Subject code: Course number:

Current Long Title:

Revised Long Title (maximum 90 characters):

Current Credit Hours: Revised grading mode:
                                                                        [Indicate Pass/Fail in revised course description]

Changes Take Effect:

SECTION B – MODIFIED COURSE DESCRIPTION

Provide the course description, <u>exactly</u> as it would appear in the Academic Calendar. See the *Guidelines* for information on completing this section of the form, including the examples provided there.

SECTION C – CURRENT COURSE DESCRIPTION

Provide the current course description <u>exactly</u> as it appears in the current Academic Calendar.

SECTION D – RATIONALE

Provide a brief description of the change(s) and a rationale below.

Responds to a recommendation in an external undergraduate program review.

SECTION E – DETAILS OF PROPOSED MODIFICATION(S)

Adding registration restriction:

Indicate where registration is restricted to students in a faculty/college/school or academic program(s), including level or year of study. List the faculty/college/school and/or programs(s). *Indicate registration restrictions in the course description.*

Faculty/college/school restrictions:

Program restrictions (e.g. Honours):

Adding / Removing Required Laboratory / Tutorial / Field Trip / Other Activity: *Indicate required laboratory / tutorial / field trip / other activity in course description. (Do not use this section to indicate the course being modified already includes one of these requirements.)*

The course is being modified in order to:

Add a laboratory	Remove a laboratory
Add a tutorial	Remove a tutorial
Add a field trip	Remove a field trip
Add other activity	Remove other activity

Describe the Other Activity below or use this space to seek SCCCC's advice on whether to note an activity in the description.

Written English and Mathematics Requirements, Recommended Introductory Course List for U1: *(Do not use this section to indicate the course already satisfies the M/W requirement or is on the RIC List.)*

The course, as modified, will:

Satisfy the W requirement and is to be added to the List of Written English Courses.*

Satisfy the M requirement and is to be added to the List of Mathematics Courses.*

Has been accepted for, and is to be added to the RIC List. *

No longer satisfy the W requirement and is to be removed from the List of Written English Courses. *

No longer satisfy the M requirement and is to be removed from the List of Mathematics Courses.*

No longer satisfy and is to be removed from the RIC list. *

Attach Request for Statement of Support Form(s) and responses received.

SECTION F – RESULTING CHANGES TO COURSES/PROGRAM(S)

See the *Guidelines* for instructions on how to complete this section of the form. *Check all boxes that apply.*

This course modification leads to changes to:

      other courses in your unit *Submit Course Modification Forms for those courses.*

      programs in your unit *Submit Program Modification Forms.*

      courses in other academic units *Requests for Statement of Support Forms are required.*

      program changes in other academic units *Requests for Statement of Support Forms are required.*

      Other units that use the course will be advised of changes to the course description, including content, prerequisites, corequisites, equivalent and mutually exclusive courses. *Requests for Statement of Support Forms are required.*

List all courses and/or programs that are affected (e.g. other courses that use the modified course as a prerequisite or corequisite; programs that use the course as a required/elective course), including those in other departments/faculties/colleges/schools. Be as specific as possible.

SECTION G – STATEMENT OF ADDITIONAL COSTS, WORKLOAD, AND/OR SUPPLIES

See the *Guidelines* for instructions on how to complete this section of the form. Indicate where not applicable.

SECTION H – CHANGES TO PREREQUISITE, COREQUISITE, PRE- OR COREQUISITE, & EQUIVALENCY/MUTUAL EXCLUSIVITY

Include **both** Aurora and IMS course numbers. Indicate where a minimum letter grade (other than a "C" grade) or a Pass grade is required for a prerequisite course, examination, or equivalency test. Indicate where concurrency is allowed. See definitions in the *Guidelines*.

Prerequisites: (MUST be taken before)

   Adding/Modifying (e.g. to read "**the former** SUBJ XXXX" or to change minimum required grade):

   Removing:

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

Adding/Modifying (e.g. to read "**the former** SUBJ XXXX" or to change minimum required grade):

Removing:

Corequisites (MUST be taken at the same time and not be a spanned course)

Adding/Modifying (e.g. to read "**the former** SUBJ XXXX" or to change minimum required grade):

Removing:

Equivalent courses (May NOT be held with existing or former courses with equivalent content, same credit hours, same level. Can be used to meet same program requirements.)

Adding/Modifying (e.g. to read "**the former** SUBJ XXXX"):

Removing:

Mutually exclusive courses (May NOT be held with existing or former courses with significant content overlap and/or different credit hours and/or different level or the same course previously offered as a topics course. Cannot be held together for credit or used to meet the same program requirement.)

Adding/Modifying (e.g. to read "**the former** SUBJ XXXX"): Indicate title of specific topics course section, if appropriate.

Removing:

SECTION I – SUPPORTING DOCUMENTATION ATTACHED

See the *Guidelines* for information on required supporting documentation. Attach documents in the following order.

Course outline

Library statement

Request for Statement of Support Form(s) and responses received

Program Modification Form(s) – included with faculty/college/school submission to SCCCC

SECTION J – SIGNATURES

Department Approval: _____

| Type Name | Signature | Date |

Faculty/College/School Approval:

| Type Name | Signature | Date |