



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>Submission of Course, Curriculum and Program Changes</b>
<b>Effective Date:</b>	December 13, 1989
<b>Revised Date:</b>	
<b>Review Date:</b>	
<b>Approving Body:</b>	Senate
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	Provost and Vice-President (Academic)
<b>Delegate:</b>	
<b>Contact:</b>	University Secretary
<b>Application:</b>	All Staff

The Senate Committee on Curriculum and Course Changes has responsibility for all matters relating to the submission of undergraduate course, curriculum and program changes. This mandate is outlined in the following Terms of Reference for the Committee:

1. To recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses.
2. To recommend to Senate on the introduction, modification or abolition of Advanced Certificate Programs and to approve, on behalf of Senate, similar actions with regard to Certificate Programs.
3. In order to arrive at its recommendations the Committee will seek information on such matters as:
  - a) the need for and value of any proposed program, curriculum or course change within the academic community;
  - b) the need for and value of any proposed program, curriculum or course change within the general community;
  - c) the additional cost to the University of any proposed program, curriculum or course change for at least the following five year period;
  - d) the effect of the proposal on other existing programs.
4. Such recommendations to Senate may originate with:

- a) the Curriculum and Course Changes Committee;
- b) faculties, schools, departments, divisions, and institutes (with programs of study leading to degrees);
- c) staff or student members of the University;
- d) members of the general community outside the University.

5. Recommendations of the Committee on Curriculum and Course Changes which involve substantive additional costs or affect long-range planning shall be referred to the Senate Planning and Priorities Committee in order that they may comment on the proposal when it is introduced for discussion in Senate.

(Note: The Committee on Curriculum and Course Changes, as approved by Senate on June 5, 1989, will review these revised terms of reference in two years in order to report to Senate at its August, 1991 meeting.)

### **Undergraduate Procedures**

The Senate Committee on Curriculum and Course Changes each year prepares a series of timetables for new programs and other changes both with and without financial implications. Copies of the timetable as well as course change forms and the accompanying guidelines are available from the Office of the University Secretary, 312 Administration Building.

### **Graduate Course, Curriculum and Program Changes**

The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate. Programs or course changes of more than nine (9) credit hours are forwarded to the Senate Planning and Priorities Committee for comment on the proposal when it is submitted to Senate. Timetables for the submission of graduate program, curriculum or course changes along with the appropriate guidelines and forms are available from the Faculty of Graduate Studies, 500 University Centre