|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Curriculum Checklist** | | | | | |
| **Proponent Name:** | | | | **Date:** | |
| **Department:** | | | | **Effective Term/Calendar Year**: | |
| **Course Number and Title[[1]](#footnote-2):** | | | | | |
| **Related Program(s) [[2]](#footnote-3):** | | | | | |
| **Responsible Unit[[3]](#footnote-4):** | | | | | |
| **Affiliated Department(s)[[4]](#footnote-5):** | | | | | |
| **Will this course be offered as an Integrated Course? YES**  **NO**  **Integrated to:** | | | | | |
| **Type of Form (Select one)**  **Curriculum Management System (CMS/Kuali) link:** | | | | | |
| **Library Statement[[5]](#footnote-6):** | | | | | |
| **Submit Curriculum Map (Highlight Changes)[[6]](#footnote-7): Date of Program Approval:** | | | | | |
| **Submit Accreditation Unit Table (Highlight Changes)[[7]](#footnote-8): Date of Program Approval:** | | | | | |
| **Notes:**  **Teaching and Learning support for course and program level proposals is available through Lassonde Education Innovation Studio (LEIS) and the Teaching Commons.**  **Common Engineering Course proposals must be reviewed and approved by all programs.** | | | | | |
| **Who** | **Curriculum Review Stages:** | | **Date Submitted:** | | **Date Approved:** |
| Proponent |  | Step 1: Proponent completes forms |  | |  |
| Proponent |  | Step 2: Proposal to Student Advising Centre, Program Directors/Coordinators of other programs. If inter-Faculty overlap exists, a supporting statement is required to confirm consultation, implementation schedule and any administrative arrangements on/support for the proposal, as appropriate. |  | |  |
| Proponent |  | Step 3: Affiliated Department(s): |  | |  |
| Proponent |  | Step 4: Program Curriculum Committee **\*Common Engineering Course proposals must be reviewed and approved by all programs:** |  | |  |
| Proponent |  | Step 5: Department Curriculum Committee |  | |  |
| LCS Secretary |  | Step 6: Learning, Curriculum & Students (LCS) |  | |  |
| LCS Secretary |  | Step 7: Council Executive |  | |  |
| Secretary of Council |  | Step 8: Faculty Council |  | |  |
| Secretary of ASCP |  | Step 9: Academic Standards Curriculum & Pedagogy[[8]](#footnote-9) |  | |  |
| Secretary of ASCP |  | Step 10: Senate**[[9]](#footnote-10)** |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  | | |
| **IMPLEMENTATION (Course Repository Officer (CRO) Use only)** | | | | | | | | |
| **Who** | **Curriculum Review Stages:** | | **Date Submitted:** | **Date Approved:** | |  |  | |
| CRO |  | Step 8: Confirm & Approve course in the Curriculum Management System (CMS/Kuali)**[[10]](#footnote-11)** |  |  | |  |  | |
| CRO |  | Step 9: Confirmation Email and Finalized Document/s to Departments and Academic Advising |  |  | |  |  | |
| Department Administrative  Assistant |  | Department to notify Academic Scheduling of any Course Offering updates. |  |  | |  |  | |
| CRO |  | Update Undergraduate Calendar |  |  | |  |  | |

1. [↑](#footnote-ref-2)
2. Programs identified in this field determine which curriculum committees are involved in the proposal. All LE programs where this is a compulsory course must be listed. [↑](#footnote-ref-3)
3. Unit responsible for the course within the Faculty [↑](#footnote-ref-4)
4. Department Committee(s) related to the course outside the Faculty [↑](#footnote-ref-5)
5. Required for New Course Proposals [↑](#footnote-ref-6)
6. Required for Undergraduate Engineering Programs [↑](#footnote-ref-7)
7. Required for Undergraduate Engineering Programs [↑](#footnote-ref-8)
8. Required for Changes in Degree Requirements. [↑](#footnote-ref-9)
9. Required for Changes in Degree Requirements. [↑](#footnote-ref-10)
10. Required for Course Proposals. [↑](#footnote-ref-11)