CURRICULUM COMMITTEE TEMPLATE

CHANGES TO EXISTING COURSE PROPOSAL FORM

for Retiring courses

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| **Faculty:**  Indicate all relevant Faculty(ies) i.e. LAPS/SC/LE | LE |

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| **Department:**  Indicate department and course prefix (e.g. Languages, GER) |  | **Date of Submission:** |  |

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| **Effective Session for Change:** | **Term:** (e.g., Fall; Winter; Summer) |  |  | **Year:** |  |

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| **Course Number:**  Special Topics courses  Include variance (e.g.  HUMA 3000C 6.0,  Variance is “C”) |  | **Var:** |  | **Academic Credit Weight:**  Indicate both the fee, and MET weight if different from academic weight (e.g. AC=6, FEE=8, MET=6) |  |

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| **Course Title:**  The official name of the course as it will appear in the Undergraduate Calendar and on the Repository |  |

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| **Short Title:**  Appears on any documents where space is limited - e.g. transcripts and lecture schedules - **maximum 40 characters** |  |

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| **Is this course cross-listed?** (Yes/No) | | | | |  | **If *yes*, cross-listed to:** *(please complete details below)* | | | | | |
| **Faculty:** |  |  | **Rubric:** |  | |  | **Course #:** |  |  | **Weight:** |  |
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| **Type of Change (check all that apply):** (*click check box to enable check-mark option*) | | | | | |
|  | in course number / year-level |  | in calendar description (editorial) |  | in course credit exclusion(s) |
|  | in credit value |  | in pre-requisite(s)/co-requisite(s) |  | in course format/delivery mode |
|  | in course title (editorial) |  | in cross-listing |  | retire/expire course |
|  | other (please specify): | | | | |

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| --- | --- |
| **(Change From):** | **(Change To):** |
| Example: ~~Delete~~ this text. | Example: **Add** this text. |

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| **Academic Rationale for Changes**  The following points should be included in the rationale:  - How the course contributes to the educational objectives of the **program/degree/Faculty**.  -The relationship of the proposed change to other existing offerings, particularly in terms of overlap in objectives and/or content. If inter-Faculty overlap exists, some indication of consultation with the Faculty affected should be given.  - The expected enrolment in the course. |  |

**Notes:**

For course proposals involving cross-listings, integrations and degree credit exclusions, approval from all of the relevant Faculties/department is required.

Since one change (such as a change in year level or credit value) may result in several other changes (e.g., to the course description, evaluation, instruction, bibliography, etc.), please submit as many details as possible in this form. If there are several changes, please feel free to use a New Course Proposal Form in order to ensure that all the required information is included.