Course Change Proposal Template

*The following information is required for all course change proposals at the undergraduate and graduate level. To facilitate the review/approval process, please use the headings below (and omit the italicized explanations below each heading).*

1. **Program**

*E.g., Schulich MBA Program*

1. **Course Number and Credit Value**

*E.g., MGMT 5150 3.00 or ACTG 2010 3.00*

1. **Course Title**
	1. **Long Course Title**

*Long title of course*

* 1. **Short Course Title**

*Short title of course*

1. **Existing Pre-requisites/Co-Requisites**

*Please list any existing pre/co-requisites for this course and ensure that this information aligns with what is included on the attached course outline.*

1. **Type of Course Change (indicate all that apply)**

|  |  |
| --- | --- |
|  | **in course number** |
|  | **in credit value** (provide course outline) |
|  | **in course title** (provide course outline; short course titles may be a maximum of 40 characters, including punctuation and spaces) |
|  | **in course description** (provide course outline; short course descriptions may be a maximum of 60 words, written in present tense) |
|  | **in learning objectives/outcomes (**please append the program’s existing learning outcomes as a separate document) |
|  | **in integration** (provide statement of approval from other program) |
|  | **in cross-listing** (provide statement of approval from other program) |
|  | **in pre/co-requisite** |
|  | **expire course** |
|  | **other** (please specify) |

1. **Effective Session of Proposed Change(s)**

*Academic term in which the proposed change will take effect. E.g., Winter 2014*

1. **Academic Rationale**

*Indicate how the proposed change will contribute to the academic objectives of the course/program. Please provide a description of the amended learning outcomes/objects for the course, if applicable. Additionally, please append the graduate program’s existing learning outcomes as a separate document.*

1. **Proposed Course Information**

*Please insert approved course information on the left, and proposed course information on the right. Please clearly and visibly indicate how course information has been changed using strikethrough (left column), bold, underlining, colours,* etc*. (right column).*

|  |  |
| --- | --- |
| **Existing Course Information****(Change from)** | **Proposed Course Information****(Change to)** |
|  |  |

1. **Consultation**

*For changes in integrations and cross-listings, as well as changes to courses that are integrated and/or cross-listed, please provide evidence that appropriate consultation has taken place.*

**Originator**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |
|  |  |  |
| Name |  | Area or Specialization |

**Approvals:**

**Area or Specialization**

I have reviewed this change form and I support the proposed changes to the course.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |
|  |  |  |
| Name |  | Area or Specialization |

**Degree Program**

I have reviewed this change form and I support the proposed changes to the course.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |
|  |  |  |
| Name of Program Director |  | Program |

**Program Committee**

This course change has received the approval of the relevant Program Committee.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |
|  |  |  |
| Name of Committee Chair |  | Committee |

**Required Attachments**

* For changes in the number of credits, course title or course description, please attach the Schulich course outline (which must conform to program norms; see the Program Assistant for details).
* For cross-listed / integrated courses, please include a signed statement of agreement from the director of the other graduate course / other degree program.

**Send to**

Send an electronic copy of all forms and attachments, and forward emails of support from other faculty members , to the appropriate program committee secretary.