

**OFFICE OF THE FACULTY COUNCIL**

**CHANGE TO/EXPIRE EXISTING COURSE**

# Faculty-level Curriculum Committee Submission Deadlines & Details

**2018-19 Academic Session**

June 1, 2017 Complete proposal package for all proposal types

October 15, 2017 Complete proposal package for New Course proposals and Changes to Existing Courses

Early submissions are welcome and appreciated. Incomplete and late proposals may not be processed in time for the requested academic session.

Course proposal packages include the proposal form, a library statement, and consultation form (if applicable).

**New:**  Submit your proposal using the new [online submission form](http://laps.yorku.ca/office-of-the-faculty-council/curriculum-toolkit/).

**NOTE:** A Change to Existing Degree/Certificate proposal is required if a course is to be coded as a program requirement in the course repository and included in as a Degree Requirement in the official undergraduate Academic Calendar.

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| **Completed Proposal Submission Date:** | Click here to enter a date. |

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| --- | --- | --- | --- | --- |
| **Department:**  |  |  | **UPD:** |  |

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| --- | --- | --- | --- | --- |
| **Proponent Name:**  |  |  | **Proponent Email:** |  |

**Current Course Information (Originator):**

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| **Faculty:** | AP |  | **Rubric:** |  |  | **Course #:** |  |  | **Weight:** |  |

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| **Current Long Course Title:**  |  |

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

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| **Type of Change (check all that apply):**  |
|[ ]  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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| **Is this course currently cross-listed?**  | Choose an item. |

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| **Complete if this course is cross-listed:**  |
| **Faculty:** |  |  | **Rubric:** |  |  | **Course #:** |  |  | **Weight:** |  |
| **Faculty:** |  |  | **Rubric:** |  |  | **Course #:** |  |  | **Weight:** |  |
|  |

\* Cross-listed courses are offered jointly by two or more teaching units (such as departments or divisions), or teaching units in two or more different Faculties. Regardless of the offering Faculty or discipline identified by the course prefix of a cross-listed course, every offered section of a cross-listed course is substantially the same as every other and all are therefore recognized as instances of the “same” course.

† “Course Exclusion” is a formal status accorded to pairs of courses that are recognized as having sufficient overlap in content to warrant specifically excluding students from obtaining credit for both. Course exclusion status requires the same curricular approval process required for establishing cross-listings. Course exclusions will be recognized by all Faculties and programs.

‡ Courses converted from face-to-face to an on-line delivery mode should follow the instructions provided on page 4 of the New Course Proposal Form to provide revised ‘Course Design’ and ‘Method of Instruction’ information.

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| **Academic Rationale for Change:***Note: If this is a change in course number/year-level or in credit value please provide a detailed rationale below.*  |
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| **Existing Calendar Copy (Change From)****Please use strikethrough to*****denote ~~deletions.~~*****You must copy the program information from the FW17-18 Academic Calendar. Proposals containing the wrong calendar copy will not be reviewed by CCPS.**  | **Proposed Calendar Copy (Change To)***Please* ***denote additions in* bold, blue, underlining .*****If change is in Title, add both the Long version and Short version of title*** |
| Example: ~~Delete~~ this text. | Example: **Add** this text. |

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

**Confirmation of Consultation/Approval**

It is the Department’s responsibility to ensure that proposed changes (e.g. title change, etc.) will not result in overlap with existing courses in other units. The Committee on Curriculum, Curricular Policy and Standards asks that proponents proactively consult with other units where overlap could possibly occur. **Evidence of any consultations that have taken place must be submitted along with this proposal form (including consultations that simply confirm that no overlap exists).**

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| [Curriculum Toolkit: Consultation Form](http://www.yorku.ca/laps/council/faculty/curr_tools.html) |  |  |  |  |  |  |
| **Is evidence of consultation attached?** (please check) |[ ]  **Yes** |  |  |[ ]  **Not applicable** |

The Committee on Curriculum, Curricular Policy and Standards will not consider new course proposals that have not been approved by the Department/School responsible for offering the course.

**Departmental Curriculum Approval**

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