

Revisions to Existing Course (Undergraduate)

**Important Notes:**

- The deadline for submission to the Senate Curriculum Committee for publication in the 2024-2025 Calendar is March 31, 2023.

- Complete this form if there is a change in calendar description, change in pre-requisites, co-requisites or change in restrictions.

- You should also complete this form to move a course to inactive status OR re-active a course which has been set to inactive. Please note you cannot reactivate a deleted course.

- Complete the departmental consultation form if your course is cross-listed, or if the course is part of another department’s degree requirements.

- If there is a change in number, please do not use this form. Submit a new course proposal form, and a course deletion form.

- If there is a substantive change in the calendar description, you may wish to add more information about the revision. Optional information include a sample outline, and a sample library consult. Alternatively, you might want choose the “new course proposal route”.

- All course revisions become effective on September 1 of the new Academic Year. You cannot alter a course in the middle of the Academic Year.

- Forms can be submitted in one of three ways: (1) email your complete package to Jackie Benson; (2) have the Department Assistant upload the complete package to the DA shared drive; or (3) copy the complete package to a USB, and deliver it to Jackie (3C21).

- Should you have questions, please consult the SCC forms website ([www.uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html](http://www.uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html)) for detailed guidelines and FAQs. You may also contact Jackie Benson.

**Reminder** – Program changes should be approved by Academic Planning before submitting supporting course material to the Senate Curriculum Committee. Please see the 2022 Articulation Agreement (<https://www.uwinnipeg.ca/arts/docs/fac-curriculum-forms/updated-mar-17-2022/articulation-mar-2022.docx>) for additional detail.

A) Administrative Information

|  |  |  |
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| **Department**:       | **Submission Date:**       | **Publication in the** 2024-2025 Calendar |

B) Current Calendar Entry

|  |  |
| --- | --- |
| **Status:** **[ ]** Active [ ]  Inactive |  |
| **Department/Program Code:**  | **4-Digit Course Number:**  |
| **Cross-Listed Department/Program Code and 4-Digit Course Number:**  |
| **Credit Hours:** | **Full Course Title:**  |
| **Title Abbreviation (**25 characters maximum including spaces, no punctuation)**:**      See existing courses on WebAdvisor for examples of course abbreviations. |
| **Instructional Code and Hours of Instruction per week:**       |
| **Fee Code:** **[ ]** Low [ ]  High (any course requiring additional resources) |
| **Additional Fees:** [ ]  Lab Fee (supplies/software) [ ]  Theatre Technical Fee [ ]  Education Practicum Fee [ ]  Other |
| **Calendar Description:**  |
| Please check applicable boxes and provide necessary information.[ ]  **Prerequisite Course:**      [ ]  **Corequisite Course/Lab:**       [ ]  Course/Lab must be taken concurrently[ ]  Course may be taken in previous semester(s) |
| [ ]  **Restrictions:**  [ ]  ineligible students      [ ]  honours form required[ ]  permission of the chair (or designate) required[ ]  permission of the instructor required |

C) Proposed Calendar Entry

**Please highlight the changes in yellow.** Any changes not highlighted will not be made by the records office. If you are unable to use the highlight function, please contact Jackie Benson.

|  |  |
| --- | --- |
| **Status: [ ]** Active [ ]  Inactive |  |
| **Department/Program Code:** | **4-Digit Course Number:** |
| **Cross-Listed Department/Program Code and 4-Digit Course Number:** |
| **Credit Hours:** | **Full Course Title:** |
| **Title Abbreviation (**25 characters maximum including spaces, no punctuation)**:**      See existing courses on WebAdvisor for examples of course abbreviations. |
| **Instructional Code and Hours of Instruction per week:**       |
| **Note:** Instructional code indicates type of course: e.g. apprenticeship/internship/practicum (A); directed reading (D); lab (La); lecture (Le); project/thesis (P); seminar/discussion (S); or tutorial (T). The number of hours of instruction per week may be fixed (e.g. 3) or variable (V). Please see Curriculum Forms for more details.If you are using multiple instructional codes, separate with a comma if the instruction is split. For example: Le, La will be scheduled in two different rooms at two different times. |
| **Fee Code: [ ]** Low [ ]  High (any course requiring additional resources) |
| **Note:** The course fee is typically low, unless there are special circumstances. Approval for high fee courses must be received from the VP (though your Dean) prior to completing the paperwork. |
| **Additional Fees:** [ ]  Lab Fee (supplies/software) [ ]  Theatre Technical Fee [ ]  Education Practicum Fee [ ]  Other |
| **Calendar Description:** 100 word maximum, not including notes. Please use present tense.**Note:** By default, topics courses may only be taken once for credit. If a topics course may be repeated for credit, add the following statement to the course description: “This course may be repeated for credit when the topic varies.” |
| Please check applicable boxes and provide necessary information.[ ]  **Prerequisite Course:**      [ ]  **Corequisite Course/Lab:**       [ ]  Course/Lab must be taken concurrently[ ]  Course may be taken in previous semester(s) |
| [ ]  **Restrictions:**  [ ]  ineligible students      [ ]  honours form required[ ]  permission of the chair (or designate) required[ ]  permission of the instructor required |

D) Rationale

Why is this course being revised? How does it affect your program? How does this revision enhance the overall university curriculum?

**Please do not exceed 300 words.**

E) Relationship With Other Programs

In this section you are identifying how this proposed course may relate with other departments in the University.

If you wish to cross-list the course, you should organize that with the partner department prior to completing the application (and identify the associated cross-listed number in section A). This may also impact your process for applying for higher fee codes. Changes to cross-listed courses must be approved by all host department.

1) Will or could this course be cross-listed with another department/program? Yes [ ]  No [ ]

If yes, identify:

2) Could this course be suitable for any other disciplinary/interdisciplinary major(s)? Yes [ ]  No [ ]

If yes, identify:

3) Are there courses presently taught at the UW that you think may contain some of the same content? Yes [ ]  No [ ]

If yes, identify:

4) Is an FYI to another department/program appropriate – for example, you think the course may be of interest to students in another department? Yes [ ]  No [ ]

 If yes, identify:

5) If you answered “No” to all of the above questions, please explain.

**Note:** If you said “yes” to questions 1-4, please complete Attachment 1 and send to the relevant department/program for their formal response. In the attachment, please provide reasons why you are sending the consultation form.

Name of Departmental Curriculum Committee Chair

Signature of Departmental Curriculum Committee Chair Date

Name of Department Chair

Signature of Department Chair Date