Undergraduate Curriculum Templates

Items to consider when submitting Undergraduate Calendar Changes:

Determine the most up-to-date calendar information
Please ensure that before you start to complete any template that you are using the most up-to-date calendar information. The most up-to-date information may not be available on-line so please consult with your curriculum committee or Sherry Hall first before you start the templates.

For most changes, please leave the original requirements and use the strikethrough option to indicate which text needs to be removed. The revised text should be in bold lettering.

A style guide is provided on-line to ensure consistent and proper layout of information in the calendar. You can find it at: http://www.vpacademic.uoguelph.ca/avpa/curriculum/styleguide/

For all forms the following applies:

Submission of forms
1) Submit the necessary forms and any consultation to Sherry Hall via e-mail sherryha@uoguelph.ca

2) If this course is core or a restricted elective for another degree program, you will need to submit the forms to that curriculum committee as well for their information/approval. Please contact Kate Mooibroek [kmooibro@uoguelph.ca] to confirm which program committee needs to approve the changes and which program committee needs to review the changes for information and comments only.

Consultation
Consultation needs to be included with all submissions and can be in the form of an e-mail response. Information regarding where the consultation needs to come from is indicated below with each individual form.

Follow-Up from Program Committee
If there are any suggested/required changes or questions from the Program Committee these will be directed back to the individual who proposed the changes as well as the Curriculum Committee Chair.

Communication between Committees
1) Following the program committee meetings, approval of the submitted changes will be communicated back to the Curriculum Committee Chair.

2) Communication to all program committees whose degree program is affected by the curriculum changes will be notified to ensure that any necessary changes to their
programs/majors can be made. If the change affects a degree program or core course for a major outside the B.Sc. program, approval may also be required from another Program Committee before the changes can go forward to the Calendar Review Committee.

3) If the approval resulted in the removal of any course from the schedule of studies, the change should be communicated back to the department that offers the course to ensure that any individual(s) involved in enrollment management is informed.

Course Change – FORM B
This form is used for minor changes to a course such as a change in semester offering, lec/lab hours, description, pre-requisite change etc. If you are proposing to change the credit weight of the course, please use FORM F.

Identify
Identify who takes the course both within and outside the B.Sc. degree program to ensure that you consider how the course change will impact all students. The PIMS screen on Colleague should be a starting point to collect a complete list of degree programs and majors who have the course in their schedule of studies either as core or restricted elective. If you do not have access to this screen, please contact either Sherry Hall or Heather Pollock.

Consult
Consultation needs to occur with any departmental Curriculum Committee Chair, Department Chair or ADA related to the degree program/major impacted by the change. If the only student groups affected by the change are those whom the curriculum committee is responsible for, no consultation is required.

Report
Fill out the required FORM B
Items to consider:
i) Change to semester offering – Is this course core for a major and therefore does this change affect any schedule of studies? If yes FORM D is required also.
ii) Change in credit weighting needs to be done on FORM F and any other course changes can now be included on this form
iii) Course description is in complete sentences- this may not be the primary change however please make any necessary changes to ensure complete sentences are used
iv) Change in lec/lab hours – is this change impacting the course significantly? If yes, this change results in a new course and hence both the course addition template (FORM E) and the course deletion template (FORM C) should be used.. Since a new course number will be required, please consult Sharon Anthony, Assistant Registrar, for acceptable choices [santhonv@registrar.uoguelph.ca]. If the change only has a slight impact on the course content, evaluation etc. please ensure that, in the reason for revision, it is clearly stated that this change minimally impacts the offering of the course
v) Change in pre-requisites – by making this change have you eliminated any student group(s) who is (are) required to take the course? Does this change affect when a student can complete the course ie impact on semester sequencing?
vi) Adding priority access – you will need to clearly identify who you may be restricting the course to, in what semesters and why you are needing to restrict the course

**Course Deletions – FORM C**
This form is used to delete a course permanently from the institution. Once the course is deleted, it will no longer appear in the Undergraduate Calendar.

**Identify:**
1) Identify who takes this course both within and outside the B.Sc. degree program. Using the PIMS screen on Colleague, collect a complete list of degree programs and majors who have the course in their schedule of studies.

2) Identify if this course is core or a restricted elective for each degree/major.

3) Identify any course(s) that use(s) the deleted course as its pre-requisite or co-requisite – if there is a replacement course identified you may need to add it in addition to the deleted course using Form B.

Resources available to help identify the above issues – Undergraduate Calendar, Colleague, Sherry Hall, Heather Pollock

**Consult**
1) Proof of notification and consultation from the impacted departments and Colleges (ADA) to ensure that they are aware that the course is going to be deleted. This consultation should be on file prior to submitting the form to your ADA.

2) If the course is core and no replacement course has been proposed, curriculum committees may need to consult with their department or other departments to suggest an alternate course for students currently in the major to substitute in order to meet major and degree requirements. If the alternate course is offered by another department or college, consultation needs to be included that confirms the department is willing to provide spaces to any student who now needs this alternate course.

**Report**
1) Fill out all fields on FORM C
   Items to consider:
   i) Last offering – if the course is deleted before the actual calendar will reflect this change permission must be obtained from the Coordinator of Undergraduate Curriculum, Patricia Tersigni [ e-mail ] to not offer the course-a replacement course would be required then for any major where the deleted course was required
   ii) Rationale – should be clear and concise
   iii) Course in use – use PIMS option in Colleague to identify all majors and minors in all degree programs – if you do not have access to this information please contact Sherry Hall or Heather Pollock for assistance
iv) Enrollment numbers – available in Colleague – again if there are issues with gaining access to this information please contact Sherry Hall or Heather Pollock

2) Program change, FORM D, will need to be submitted for all majors that are affected by the course deletion. The department that offers the major will need to submit the appropriate FORM D. See below for FORM D items to considered.

If the curriculum committee wishes to replace the deleted course with a course offered by another department or College, please include proof of consultation from that unit confirming they will allow you to use this course as a replacement.

3) It may be necessaryd to submit a course change form FORM B for any course that has the deleted course as a pre-requisite- is there another course that will now be an appropriate pre-requisite? The deleted course should still remain as part of the pre-requisite for a couple of years.

Specialization and Program Change Form – Form D (Schedule of Studies)

Identify
1) Identify the semester(s) and course(s) that are to be changed
2) Identify what department offers the course(s) to be changed or moved within the Schedule of Studies
3) Ensure you are working from the most recent changes to the calendar even if it may not be available on-line. For confirmation, please consult the curriculum committee or Sherry Hall.

Consult
1) A course addition or change in semester scheduling should include consultation from the department who offers the course confirming that they can accommodate the new group of students in their course during a particular semester.

Report
1) You only need to include the specific sections of the schedule of studies you are changing if the changes are for a small number of semesters. If the changes impact a majority of the schedule of studies please include the entire schedule of studies.

Other items to consider when preparing the form:
  i) does each semester add up to 2.50 (2.75 max normally) credits
  ii) with the changes does the total of the credit count for each semester for the major add up to the total number of required credits e.g. 20.00
  iii) have you included courses in a semester in which they are offered, ie it is a fall only offering and therefore they are incorporated into semester 1, 3, 5, or 7
  iv) with the addition of new courses, will there be room in the courses to accommodate the students or do we need to consider restricting the course(s) to this specific group of students?
iv) the style guide provides specific layout information and is available at:
http://www.vpacademic.uoguelph.ca/avpa/curriculum/styleguide/
v) when adding a course ensure that any pre-requisite will be taken in a previous semester in the schedule of studies
vi) when adding a course check to see if there are any hidden pre-requisites, ie is the pre-requisite(s) in the Schedule of Studies or will the students need an additional course in order to take the newly introduced course

Course Addition – FORM E Part 1 and 2
Identify
1) Identify which majors this course is intended for and the impact this course will have on their schedule of studies and when students would take this course.

2) Is a FORM D (Schedule of Studies Change) also required for the majors who will include this course as either core or restricted elective.

Consult
1) Mostly internal consultation will take place to complete Part 1 and 2 of the form.

Report
1) Fill out Part 1 including a tentative course outline if available
2) Fill out Part 2 of FORM E
Items to consider:
i) First Offering – if this course will be offered before the course description is added to the calendar, a trial offering will need to be requested from the Coordinator of Undergraduate Curriculum, Patricia Tersigni [ e-mail ].
ii) Calendar Description – ensure that the description is in complete sentences
iii) Pre-requisites – when considering the pre-requisites, determine who will be taking this course, when they complete the pre-requisite and are the pre-requisites included in the Schedule of Studies. You may also need to temporarily include older course equivalences.
iv) Restrictions – will need to clarify why this course is restricted and to whom the course is restricted
v) The following is the definition for equate and restriction as taken from the style guide:
Equate:
An equate indicates a course identical to the one under which it is listed. The course may have been re-numbered or may be offered in two subject areas. Students are not permitted to register in both equated courses. Courses of different weights or levels cannot be considered as equates; these should be listed as Restrictions.

Restriction:
A restriction is a means of identifying which student cohorts are permitted to register in a course. The restriction may be based on a particular degree program or specialization (major/minor), and students outside the designated group(s) will not be permitted to register in the course. The course may be restricted because of overlap in content with another course so that students cannot take both courses for credit. A course may be restricted by "Instructor
Consent" so that the student must discuss the special requirements of the course with the instructor before enrolling. The restriction may also reflect a "Priority Access" designation for enrolment management purposes.

**Change in Credit Weighting - FORM F**

This form is required for any course for which a change to the credit value of the course is proposed but the change is not significant enough to constitute a new course.

**Identify**

1) Identify who takes this course both within and outside the B.Sc. degree program – using the PIMS screen on Colleague, collect a complete list of degree programs and majors who have the course in their schedule of studies.

2) Identify whether the course is core or a restricted elective for each degree/major. If the course is core and is listed in the Schedule of Studies for the major a FORM D will need to be submitted to account for how the change in credit weighting will affect each semester’s total credit value and elective value.

**Consultation**

Mostly internal consultation as curriculum committee can only change the credit weight of their own courses.

**Report**

Fill out FORM F

Items to consider:

1) Include the entire course description for the course including all pre-requisites, restrictions, lab hours, offerings etc.

If you wish to change any other items related to course you can do so on FORM F - you do not need to complete a FORM B in addition to F. Therefore consider the following:

i) change to semester offering – Is this course core for a major and therefore does this change affect any Schedule of Studies? If yes FORM D is required.

ii) course description is in complete sentences, this may not be the primary change however please make the necessary changes to ensure complete sentences

iii) change in lec/lab hours – is this change impacting the course significantly? If yes, a course addition template should be used (FORM E) and the course deletion template (FORM C) for this course. If the change only has a slight impact on the course content, evaluation etc. please ensure that in the reason for revision it is clearly stated that this change impacts the offering of the course minimally

iv) change pre-requisites – by making this change have you eliminated any student group(s) who is (are) required to take the course? Does this change affect when a student can complete the course?

v) adding priority access – you will need to clearly identify who you may be restricting the course to, in what semesters and why you are needing to restrict the course.
2) Complete FORM D where needed