

COURSE CODE: (i.e. UNIV*1200) This course change will be implemented: (select one) :

Course changes include revisions to title, semester offering, lecture and lab hours, descriptions, prerequisites, co-requisites, course restrictions (including instructor consent), and course equates. **Note: course level changes (e.g. 3000 level to 4000 level) and/ or requests for course renumbering imply significant changes to course content and require a new course addition template (FORM E).**

For new courses, submit Form E: Course Addition Template.

For course deletions, submit Form C: Course Deletion Template.

For a change in credit weighting, submit Form F: Course Credit Weight Change Template

In certain circumstances, evidence of consultation with other units may be required. Please check with your Program Committee Chair or Secretary.

Submitting Proposed Revisions:

Copy the calendar description into a blank MS Word or Word Perfect file. Include all information including the course code/title line and the entire description along with all prerequisites, co-requisites and restrictions.

Edit to 10pt font. Bold changes and text to be added to the description. Use the single strike through formatting for text to be deleted. From MS Word or Word Perfect, copy the revision into the box below.

Please ensure the course description is grammatically correct (i.e. is formatted in complete sentences.)

Note: Use approved 2013-2014 calendar copy; NOT the 2012-2013 copy. This is available in draft format in November 2012 or in advance through your Program Committee Secretary).

Reason for Revisions (point form is acceptable for this section; if more detail is required, please use additional pages):

Approved by Program Committee(s)
(name of committee(s):

Date Approved:

Approved by Dean(s) / Designate(s)
(insert name or e-signature):

Date Reviewed/
Approved: