Procedures for making Calendar Changes to Undergraduate Programs in the Faculty of Science – Submissions to the FoS Curriculum Committee

SUMMARY:
FOR <u>APPROVAL:</u> New courses, Course changes, Certificate Changes
FOR <u>INFORMATION:</u> Program changes
FOR <u>APPROVAL BEFORE GOING TO SENATE:</u> New Programs, Modifications to programs >25%, New Minors, Program suspension/Termination (see here for more information).

<u>LOOKING FOR INFO ON GRADUATE CHANGES?</u> click here or contact Adam.Donaldson@dal.ca

Deadlines:
- Curriculum committee meetings are typically held the FIRST Thursday of each month, September to June.
- Agenda Items are due to Jackie White on the Friday BEFORE the meeting.
- Calendar changes are typically due to the **REGISTRAR'S OFFICE December 1**, for changes to appear the following academic year. Prior to Dec 1, the change must have obtained all levels of approval AND the change must be entered into Navigator. Please note that items may come to curriculum committee any time and be entered into Navigator as they are approved (Calendar opens for changes on Navigator usually in March).

1. **COURSE CHANGES**

1.1 All new courses come to the Faculty of Science Curriculum Committee for discussion and approval. The FoS NEW COURSE FORM must be filled out and signed by the Departmental Curriculum Committee Chair and the Chair/Director of the Department/Unit. Accompanying documents must be included at the time of submission, including a library assessment. Information required is listed on the New Course Form. <u>Please note: library assessments can take 3 weeks for a single course and 6 weeks for multiple courses.</u>

1.2 MOST* course changes come to the Faculty of Science Curriculum Committee for discussion and approval. The FoS COURSE CHANGE FORM must be filled out for all changes and signed by the Departmental Curriculum Committee Chair and the Chair/Director of the Department/Unit.

<u>Examples of changes usually requiring CC approval:</u> Course title, description, code, credit hours, co- or pre-requisites, cross-listing, exclusion, registration exclusion, calendar notes, restrictions

<u>Examples of changes usually not requiring CC approval but approval from the Associate Dean Academic</u> <u>only:</u> typos, VERY minor word changes to course description.

1.3 Procedures within a department/unit for obtaining the Chair/Director's signature may vary (e.g. discussed and voted on by a unit-level Undergraduate Curriculum committee, discussed/voted on by department, presented to Chair for signature by Curriculum

Committee representative). This approval must be obtained **BEFORE** coming to Curriculum Committee.

1.4 Once a new course or course change is approved by the FoS Curriculum Committee, the information is **entered into Navigator by the Departmental Designate** and then follows electronic approval procedures.

1.5 Notes about specific changes:
- Cross Listing:
  - RO definition - content of course deals with more than one subject in a substantive way – recognizing the interdisciplinary nature of the course.
  - Addition: Requires approval of a course change from both units (letter from Chair of one unit supporting change).
  - Implications: Cross-listings should be used sparingly and considered carefully (they are difficult to remove). Courses do not need to be cross-listed to be counted towards degree requirements of a particular program. Conversely, courses cross-listed between faculties can mean students can possibly count a Humanities or Social Science credit as a Science credit towards a degree requirement. It is likely that "holding with" is more appropriate than cross-listing.
  - Please note – cross-listings between graduate/undergraduate courses are no longer permitted. Courses will be "held with" and designated as exclusions.
- Exclusions and Removal of Exclusions:
  - Exclusion = one course is sufficiently similar to another course that both cannot count towards degree credit hours.
  - Exclusions are difficult to remove and may require a new course number for one of the courses.
  - Both must come to Curriculum committee as a course change.
- Equivalents:
  - Courses are equivalent if one may be substituted for another as a program requirement
  - Taking a course that is equivalent to another already taken will be counted as a repeat on the transcript (i.e. second grade replaces the first).
  - Equivalents and exclusions should be used if a course changes levels or is replaced by another course so students may not take both for credit (e.g. MATH 1030 and 2030, previous XY courses changed to two 3.0 credit hour classes).
  - Courses that are exclusions are not necessarily equivalents, but may be.

- When do we need a new course number (vs. a change)? If you're wondering this, you likely need a new course number. There are no hard and fast rules on % change for new course, but if you're unsure, the Curriculum Committee is a good place to find out.

- Keep in mind new courses might fit well with a [Certificate](#) program – please check with Certificate Coordinators for approval.

2. PROGRAM CHANGES

2.1 Program changes do not need to be approved by the FoS Curriculum Committee, however, all program changes come to the committee as agenda items **FOR INFORMATION.** This is important, so that all programs who may have, for example, students taking double majors, or students taking a required course from your unit, know about changes that may impact their students. The committee may also provide useful advice from experience with similar changes that have come to the committee previously.
Examples of program changes include: number of required courses at a particular level for degree program, addition of a new course to a program requirement as an alternative

2.2 Once they have been presented to the Curriculum Committee for information, program changes are **entered into Navigator by the Departmental Designate** and **approved by the Associate Dean Academic** to be changed in the calendar.

2.3 Substantial program changes may require review by the Maritime Provinces Higher Education Commission ([MPHEC](#)). To determine if the change is "substantial" and requires review, you may consult this [document](#) and/or the Academic Quality Assurance Manager in the Office of the Provost & VP academic (currently Courtney Sutton, courtney.sutton@dal.ca; x7806).

2.4 Information on proposing **NEW programs** may be found [here](#), and information on the procedures for proposing **new MINORS or REVISIONS TO MINORS** may be found [here](#). More detailed information may be found on the University Secretariat website, found [here](#).

3. CERTIFICATES

3.1 New Certificates must come to the FoS Curriculum Committee for approval before being sent to the Senate committee (UAPSC) for approval, after which they may be entered into the calendar. For more information on proposing a new Certificate, look [here](#).
3.2 Changes to Certificates require this [form](#) to be completed, and must come to the FoS Curriculum Committee for approval before changes are made in the Calendar.

A note about forms: PDF fillable forms may be found [here](#). Word versions of forms may be found on the Curriculum Committee Brightspace page OR by emailing Jackie.White@dal.ca.

A note about changes: Justification or reasons for the change is helpful, for example, do you have data to support why changing a prerequisite is better for the students taking the course,

or that a cross-listing will make a program or course more accessible to more students wanting to take a course. In addition, it is important you consult with affected departments **PRIOR** to the meeting to avoid delays in approval.

A note about specific programs: Changes to programs within the College of Sustainability come for information only. Changes to the Medical Sciences Undergraduate program come for approval.

If you are still unsure if the change needs to go to Curriculum Committee, or need clarification, please contact the Associate Dean Academic (scieassc@dal.ca or x2373).