DALHOUSIE UNIVERSITY

FACULTY OF SCIENCE CURRICULUM COMMITTEE

Request for COURSE CHANGE (revised 7-May-2017)

Steps to change an existing Faculty of Science course

A. Preparation of **Request for Course Change**

B. Approval by the relevant Department/Program Curriculum committee and *Dept Chair*

C. Submission (*Dept rep*) of **Request for Course Change** to the Faculty of Science Curriculum Committee (CC) for discussion and approval

D. Entry of course change information into Navigator Suite (*Dept initiator*)

E. Submission to the Registrar for inclusion in the Academic Calendar (Dean's Office)

All changes to existing course that affect course information appearing in the Academic Calendar must be submitted for approval. Minor changes may be approved by the Dean's office without input from the FoS curriculum committee (CC).

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

Examples of changes usually not requiring CC approval: typos, enrolment max, teaching format, lecture/lab/tutorial hours, teaching staff

A. Preparation of Request for Course Change

The following information should be included in a **Request for Course Change**

1) **Course Change form** (allows comparison of old and new calendar information) – signed by Dept chair

2) Documentation of correspondence with any departments/programs affected by course change, including cross-listings

B. Responsibilities of Department or Program

- Verify departmental need for the course change, check completeness and accuracy of information, ask for revisions as necessary
- Circulate **Request** for comment to any units that may be affected by the change
- Approve **Request** once satisfactory
- Obtain approval from Department Chair.
- Submit **Request** to the Faculty of Science Curriculum Committee Chair
- After CC approval, enter course change information into Navigator Suite (notify other units for cross-listed courses)

C. Responsibilities of the Faculty of Science Curriculum Committee

- Evaluate the course change request and ask for revisions if needed
- Approve once satisfactory
- Dean's office approves course changes through Navigator, and submits to the Registrar's Office

Dept rep: Departmental representative, member of the Faculty of Science Curriculum Committee

Dept initiator: Person(s) with authority to make departmental course/calendar changes using Navigator Suite

Course Change Form - Faculty of Science

Course Code information   **Information marked * appears in Calendar**

	Current information	New information (if different)	Field Description
Department			Dept to which course belongs
*Course Code			Course code (e.g., CHEM 1011) – note space
*XY Course			XY if full year course, otherwise blank
*Credit Hours			Number of credit hours (usually 3 or 6)
Start term			Academic year for change to be enacted

Course details

	Current information	New information (if different)	Field Description
*Course Title			Course title
Transcript Title			Title as it appears on transcript - max 25 characters
*Description			Course description - as it will appear in the calendar - use present tense, max 50 words
*Calendar notes			Additional information for course, e.g., Course offered in the summer through SEASIDE; Course aimed at non-majors; - info appears in calendar
*Co-requisites			Course(s) that must be taken at the same time as this course
*Pre-requisites			Course(s) that must be taken prior to this course

*Cross-listings			Course codes of cross-listed courses; cross-listed & linked grad courses where change should appear in calendar
*Exclusions			Course where credit not given for other course and this one
Grade Mode			Standard Grading, Pass/Fail
Registration exclusion			Earned credit hours (Cr) required E1: 30 Cr or more, 2nd year + E1 & E2: 60 Cr or more, 3rd year + E1, E2 & E3: 90 Cr or more
Restrictions			e.g., Course open only to Psychology majors - does not appear in calendar

Course format

	Current Information	New information (if different)	
*Teaching Formats - select 1 or more			Choose from the following; Lecture, Lab, Tutorial, Seminar, Studio, Discussion, Experiential Learning, Online Delivery, Other
*Format Comments			Explain format if needed
*Lecture hours per week			Explain if not weekly (e.g. summer)
*Lab hours per week			Explain if not weekly (e.g. every other week)
*Tutorial hours per week			Explain if not weekly

Rationale

Reason for request	
Impact of change on other courses or units	

Correspondence with other units, including cross-listings, attached

Approvals

	Name	Signature	Date
Dept committee approval			
Dept chair approval			
FoS CC approval			