|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **­** | Changes to Existing Course | | | | | | | | | |  | | | | |
| Faculty: | | | | | | | |  | | | | | | | |
| Department: | | | | |  | Date of Submission: | | | | | | |  | |
|  | | | | | | |  | | | | | | | |
| Course Number: | | | | |  | Effective Session: | | | | | |  | | |
|  | | | | | | |  | | | | | | | |
| **Course Title:** | | | | |  | | | | | | | | |
|  | | | | | | |  | | | | | | | |
| Type of Change: | | | | | | |  | | | | | | | |
|  | | | | | | |  | | | | | | | |
|  | | in pre-requisite(s)/co-requisite(s) | | | | |  | | | in cross-listing | | | | |
|  | | | | | | |  | | | | | | | |
|  | | in course number/level | | | | |  | | | in degree credit exclusion(s) | | | | |
|  | | | | | | |  | | | | | | | |
|  | | in credit value | | | | |  | | | regularize course (from Special Topics) | | | | |
|  | | | | | | |  | | | | | | | |
|  | | in title (max. 40 characters for short title) | | | | |  | | | in course format/mode of delivery \* | | | | |
|  | | | | | |  | | | | | | | |
|  | | | in Calendar description (max. 40 words or 200 characters) | | |  | | | retire/expire course | | | | | |
|  | | | | | |  | | | | | | | |
|  | | | other (please specify): | | |  | | |  | | | | |
|  | | | | | |  | | | | | | | | |
| Change From: | | | | | | To: | | | | | | | | |
|  | | | | | |  | | | | | | | | |
| Rationale: | | | |  | | | | | | | | | | |

Note: For course proposals involving cross-listings, integrations and degree credit exclusions, approval from all of the relevant Faculties/department is required.

Note: Since one change (such as a change in year level or credit value) may result in several other changes (e.g., to the course description, evaluation, instruction, bibliography, etc.), please submit as many details as possible. If there are several changes, please feel free to use a New Course Proposal Form in order to ensure that all the required information is included.

\* Note: If there is a technology component to the course, a statement is required from ATS indicating whether resources are adequate to support the course. Courses converted from face-to-face to an on-line delivery mode should follow the instructions provided on page 4 of the New Course Proposal Form to provide revised ‘Course Design’ and ‘Method of Instruction” information.