CHANGE TO EXISTING COURSE (CEC) PROPOSAL FORM

# **Proposal Package**

The proposal package must include the following:

 evidence of unit-level approval on the completed CEC form

 [Consultation form](http://laps.yorku.ca/office-of-the-faculty-council/curriculum-toolkit/) (if applicable, such as when cross-listings are affected)

[Indigenous Council Consultation form](https://council.laps.yorku.ca/curriculum-toolkit/) (if applicable)

# **Departmental Curriculum Approval**

The Committee on Curriculum, Curricular Policy and Standards will only consider curriculum proposals that have received department-level curriculum approval.

**Name: Position: Date:**

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## Contact Information

**Department:**

**Unit Contact:**

**Proponent’s Name: Proponent’s Email:**

# **Current Course Information (Originator)**

**Rubric: Course No.: Credit Weight:**

## Title:

**Cross-Listing:**

**Is this a General Education course?**

**Change Effective Academic Session(F, W, or S):**

**Change Effective Academic Year:**

# **Type of Change**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | course number / year-level |  | course description |  | credit value |
|  | [course credit exclusion(s)](https://futurestudents.yorku.ca/definitions) |  | pre/co-requisite(s) |  | [cross-listing](https://futurestudents.yorku.ca/definitions) |
|  | Inactivate course\* |  |  |  | course title |
|  | other (please specify): | | | | |

\*Select inactivate course (previously retire/expire) if the current course will be replaced.

If the changes are to the **year level or credit weight**, provide updated course learning outcomes, evaluation methods, course relevancy, and required readings to address the change.

|  |
| --- |
|  |

If a 3.00 or 6.00 partner course is being added to an existing course, please detail how the credit versions will be differentiated by the following criteria (e.g. adding a 6.00 version should have learning outcomes that address an expanded scope or more assessments):

Course Learning Outcomes:

Assessments:

Bibliography:

Topics:

**Note: This information is needed by the committee to understand the purpose and scope of the course. These components are subject to change by individual course instructors and may not be reflected on course syllabi.**

# **Academic Rationale**

1. Briefly describe the change.
2. How does this change clarify requirements or options for students?
3. How does this change lend to program identity or coherence?
4. Update the course learning outcomes (required for changes in year level and substantive content)
5. Which program learning outcomes does this course help students to achieve? (posted on the [Faculty Council Curriculum Toolkit](https://council.laps.yorku.ca/curriculum-toolkit/))

**Description**

Use the current course description from the repository or the Curriculum Management System to fill out this section.

**NOTE:** All courses must have a brief and expanded course description.

Denote additions in **bold, blue, underlined** type and deletions with a ~~strikethrough.~~

|  |
| --- |
| Proposed Course Changes Example: **Add this text**  Example: **~~Delete this text~~** |
| Titles Long (max 100 characters including spaces):  Short (max 40 characters including spaces): |
| Descriptions Brief (max 60 words including spaces and punctuation): |
| Expanded (max 250 words including spaces and punctuation): |