

How to Submit a Minor Change to Course Proposal for Credit Value Change (Step by Step)

Types of Credit Value Change Proposals:

There are two types of requests that we usually receive for changing a credit value:

1. Scenario 1: A 3.00 credit value version course already exists, and the proponent wants to add another version for 6.00 credit value and keep both active.
2. Scenario 2: A 3.00 credit value version course already exists. The proponent wants to retire the 3.00 credit version and mount a new 6.00 credit version.

Important Curricular Requirements:

1. For a credit value change proposal, the proposal needs to indicate that how the learning outcomes, course description, course content, evaluation strategies, and reading list of the course have been adjusted for the new credit version. There should be some sort of differences in the above-mentioned areas in the two versions of the course. If there is no difference, please provide a robust rationale for that.
2. If the proponent wants to keep both versions, the new credit version will take a new course number.

Scenario 1:

For Paper Form Proposals submitted through Mach form

The proponent needs to submit a CEC ticking the credit value in the type of change:

Type of Change

- | | | |
|---|--|--|
| <input type="checkbox"/> course number / year-level | <input type="checkbox"/> course description | <input type="checkbox"/> credit value |
| <input type="checkbox"/> course credit exclusion(s) | <input type="checkbox"/> pre/co-requisite(s) | <input type="checkbox"/> cross-listing |
| <input type="checkbox"/> Inactivate course* | <input type="checkbox"/> Mode of delivery | <input type="checkbox"/> course title |
| <input type="checkbox"/> other (please specify): | | |

If the proposal is for adding a new credit value course (3.00 or 6.00) to the existing credit value option, then it needs to be written as a new course proposal, indicating how the learning outcomes, evaluation criteria, reading list, and, in some cases, course

description will be adjusted in the new version. Please note that the two versions of the proposal will not be entirely different. The proposal must indicate that the pedagogical plan has been thoroughly thought over for the new version.

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.

In the Academic Rationale section, please provide a rationale for this change.

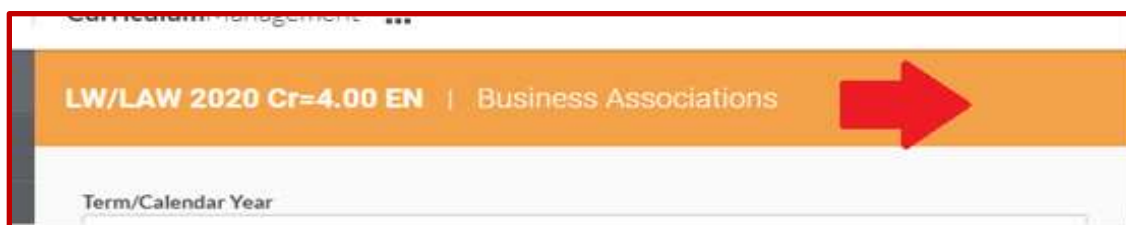
Course Description Section: Please indicate in the course description section how the course description will be adjusted. The course description should at least indicate that this new version is an expansion or a concise version of the existing version if the unit wants to keep both versions; it will help students know how these two versions are distinct. In most case, the descriptions are not entirely different. For example, the 6-credit version course is usually an expansion of the 3-credit version. In that case, the course description should start with.....” the course expands on....”. Also, the description should indicate the new or extended content that will be covered. The suggestion is to add/edit a sentence or a two in the course description in order to reflect the extra elements that the students will learn in this 6.00 credit version.

How to Submit the request in CMS:

In the case of scenario 1, to create a new credit version in CMS, a new course with a new credit value needs to be proposed which will be done through using the “**duplicate**” option, not through “create a new course” option. In this way, a draft version of the course will be created taking all the information from the existing course. Please find the instruction in **Proposing Changes to an Active/Inactive Course – Change Credit Value/Course Number in CMS- Proponent Manual**. In that case, both courses will remain in the system and units can offer both. Please make sure the cross-listed and credit exclusion information are coded properly and consultation with the respective units are completed as well. If any of these changes impact the academic calendar of the program, then an MCP needs to be attached with the proposal in CMS in **Historical Documentation** section.



The benefit of duplicating the course is that a new draft version (note orange color header) will be created taking all the information from the existing course. Now the proponent can edit the areas that are recommended or needed.



First, please update *the course number and credit value* in the appropriate box. It is recommended by RO office that a new course number should be provided for the new credit version of the course. That said, two different versions of the course will have two different course number but with the same course title.

 A screenshot of a "Course Information" form. At the top left, there is a "Translations" section with a checkbox for "has French translations". Below this is the "Course Type" section with three radio button options: "Undergraduate Course", "Graduate Course", and "Non-Degree Course". To the right of these are five input fields: "Faculty", "Subject Code", "Number", "Course Credits", and "Language of Instruction". The "Course Credits" field has a small text box below it with instructions: "If this is a 0 credit course, please enter '0.00', even if it is already visible. Always provide 2 decimal places. (i.e. 3.00, 0.99, 10.00)".

Then update the learning outcomes, evaluation, and other pedagogical aspects accordingly. Expanded course description and course design box can be used for any detailed information about the course. Then click "**leave Edit mode**" and then submit the proposal.

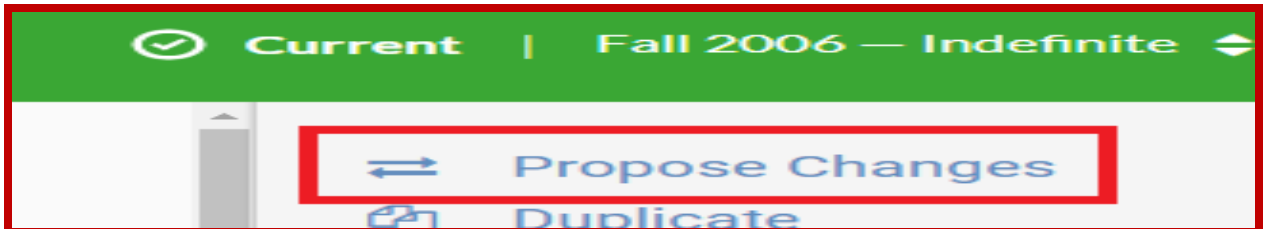
Scenario 2:

For Paper Form Proposals submitted through Mach form

If the proponent wants to expire the existing credit version and mount a new credit version of the course, then both an NCP and CEC need to be submitted. The NCP will be for creating the new credit version and the CEC will be for expiring the existing version. In the academic rationale section of the new course proposal, please indicate how the learning outcomes, evaluation criteria, reading list, and course description will be adjusted in the new version.

How to Submit the request in CMS:

For the second scenario, the proponent needs to open the current course and click “**propose change**,” which will open a draft proposal. Then, a rationale for expiring the current credit version and mounting a new version in the system need to be provided. The proponent should edit the sections that require updates. The proposal needs to articulate how the learning outcomes, evaluation criteria, reading list, and course description will be adjusted in the new version. In this scenario, changing the course number is not necessary. The proponent needs to edit the credit number of the proposal only. After addressing each section, the proponent should exist the proposal and submit for curriculum review.



Please make sure the cross-listed and credit exclusion information are coded properly and consultation with the respective units are completed as well.

If any credit change proposals impact the academic calendar of the program, then an MCP-standard form needs to be submitted along with the credit change proposal.