

Course Modification Proposals in CM

Course Modification Considerations

All course modification proposals require a rationale and academic relevance to explain why the change is being proposed. Here are some key areas to consider when completing the proposal:

Updating Requisites

- What advantages does this change provide to students and the unit?
- How might the change in requisites impact enrolment in other courses or programs?
- Who may need to be consulted about changes to exclusions, beyond the unit or the PCU?*

Changing the Course Title/Description

- Will the course learning outcomes change if the title/description is changing?
- How does changing the title/description align with or affect the program learning outcomes?
- Who may need to be consulted about these changes, beyond the unit or the PCU?*

Increasing/Decreasing Instructional Hours

- What advantages does this change provide to students and the unit?
- How does changing the instructional hours align with or affect the program learning outcomes?
- How will this change affect resources, including space availability and staffing?

Retiring a Course Code

- Why is the course being retired?
- How might retiring this course align with or affect the program learning outcomes?
- What programs have this course listed as a requirement, and have their respective units been consulted?*

***Note:** Consultations with other units *must occur before* the new course proposal is submitted. Consultation involves sharing the change with another academic unit for feedback.

Course Delivery Mode Changes

Course Delivery Mode Changes are submitted as minor modifications, and require a more detailed rationale, including:

- **Goal Alignment:** How does the change align with the unit's vision and impact existing programs? How does the change fit the unit's curriculum map, and what are the advantages of this change to students?
- **Breakdown of Instructional Hours:** How will each component of the course be delivered?
- **Course Objectives:** How will the new mode ensure objectives are achieved in a way that is equitable?
- **Accessibility:** How will accessibility be built into the course in this new delivery mode?
- **Active Learning and Academic Integrity:** How will these be maintained in the new delivery mode?
- **Resource Implications:** How might space availability and staffing be affected by this change?

Submitting Course Modification Proposals

Course Modification proposals must be submitted through the [Curriculum Management \(CM\) system](#). An [Existing Course Resource Implications Form](#) should be submitted for modifications that may impact resources, including delivery mode changes and changes to contact hours. **All curriculum changes should be entered as new versions of the course or program** in CM; do not propose a revision to the existing version without speaking to the Program & Curriculum Unit.

Key Proposal Fields in Curriculum Management for Course Modifications

Section Name	Information Required
Version Start Session	Indicate when the change will come into effect
Course Designator	Input the 3-letter designator
Number	Input the 3-number code, H or Y, and 5 for UTM
Calendar Title	Input the (new) course title for the calendar – keep it short
Abbreviated Title	Input the 30-character version of the (new) title that will appear in reports
Governance Routing	Select <i>Full divisional review</i> and the appropriate curriculum committee
Content Description	Max. 50 words; use present tense and describe the general goals and themes of the course
Requisites	List the requirements for enrolling in the course, including exclusions
Total Instructional Hours	Indicate hours of instruction in lectures, tutorials, practicals, and/or seminars.
Intended offering term	Indicate if the course is being planned for a specific term (Fall/Winter/Summer)
Mode of Delivery	Select all delivery modes that apply: In-Person: The course will be delivered in-person in any given term Hybrid: Greater than one-third of the course contact hours will occur online; assessments may be online or in-class Online: All instruction will occur online, presented synchronously or asynchronously. Maximum one in-person assessment (including final exams), declared during timetabling, may be required per half-credit course Online (Summer Only): The course will be offered online during summer terms only and in-person during the Fall/Winter term(s)
Rationale and Academic Relevance	Discuss the considerations highlighted on the previous page
Overlap of Course Content	Indicate any content that may be taught in other courses/programs
Consultation Undertaken	Describe who was involved in course consultation and when, if applicable
Resources Required	Submit the Existing Course Resource webform , and write “Resource form submitted”
Additional Proposal Documents	Attach relevant files, such as a PDF of the Existing Course Resource form responses

If you have any questions, please email Rebecca Tunney, Program & Curriculum Assistant, at rebecca.tunney@utoronto.ca.