

## USING THE CURRICULUM MANAGEMENT SYSTEM:

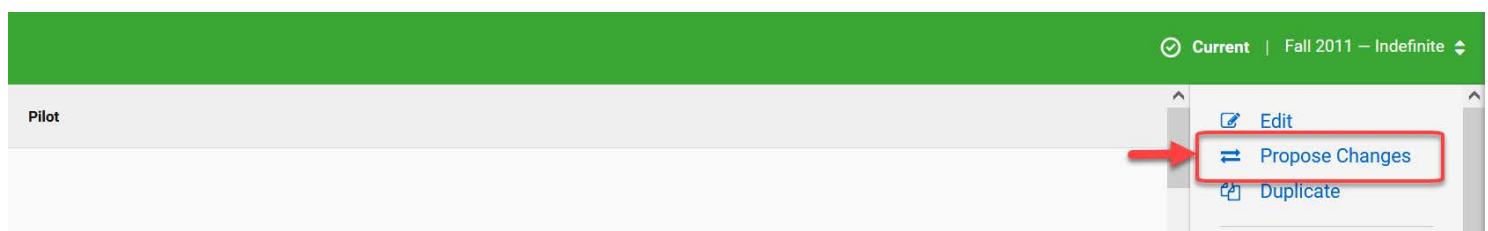
### HOW TO PROPOSE A PERMANENT MODE OF DELIVERY COURSE CHANGE

Online courses require **all** of the instructional interaction in all components of the course to be offered without the student and instructor being in the same physical location (with the possible exception of a final or interim assessment requiring attendance on campus **no more than once per session**).

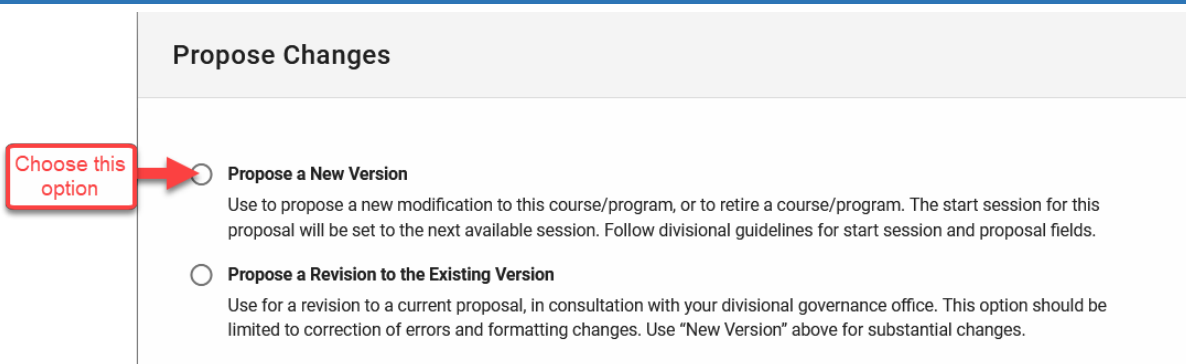
A permanent change to an online mode of delivery requires governance approval. For a course to be delivered permanently online ("online by design"), a proposal to identify the course with an "online" mode of delivery must be submitted in CM following the steps outlined below.

**NOTE:** *All proposals for permanent changes to course mode of delivery will undergo a review and consultation process. Strategic and pedagogical considerations; guiding principles; impact on the student experience; and commitment to resources, etc. will be reviewed to determine the appropriateness of a course to be permanently delivered online. As part of this process, additional information will be requested.*

**Step 1:** Open the course record on CM and click 'Propose Changes'.

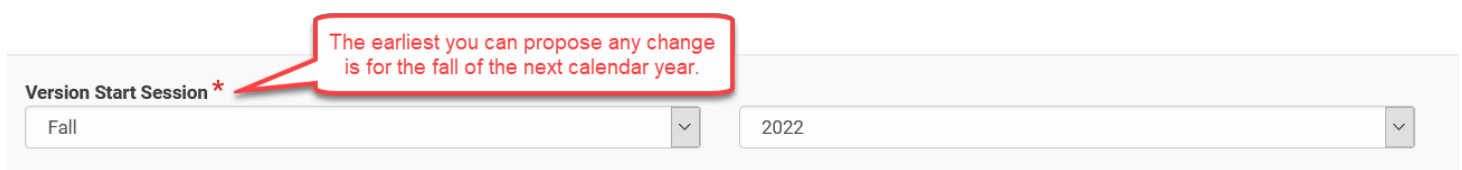


**Step 2:** Choose 'Propose a New Version'.




**Step 3:** Select the version start date.

Select the start session and year when the new tagging will take effect. **Do not use the default setting.**




## Step 4: Select the appropriate governance routing.

**Proposal Divisional Review**   
(See Divisional Guidelines)

This proposal requires full divisional review

This proposal requires abbreviated divisional review

**Inclusion in Program** 

This proposal/change triggers modifications in the unit's program(s)

This proposal/change has no impact on programs

**UTM Curriculum Committees**

Select all that apply

Humanities Divisional Undergraduate Curriculum Committee

Sciences Divisional Undergraduate Curriculum Committee

Social Sciences Divisional Undergraduate Curriculum Committee

**Choose this option** →

This is important to ensure your curricular modification goes to the right committee!

## Step 5: Check off the applicable Mode of Delivery tag.

**Mode of Delivery**

In Class

Online

Hybrid

If the course is to be delivered **exclusively online**, the "Online" mode of delivery should be checked.

**Mode of Delivery**

In Class

Online

Hybrid


If the course will be delivered as **EITHER fully online or fully in person (i.e. delivery mode may change from offering to offering)**, BOTH the "Online" and "In Class" mode of delivery should be checked.

If an online section(s) is being added to a regular course (i.e. some sections online, some in person in the SAME offering), BOTH the "Online" and "In Class" mode of delivery should be checked.

### Notes:

1. A course tagged as "Online" denotes that all instructional interaction in all components of the course occurs without the student and instructor being in the same physical location (with the possible exception of a final or interim assessment requiring attendance on campus **no more than once per session**).
2. Proposals for hybrid delivery are not being considered at this time. The definition and governance pathways for this delivery mode is still under discussion.

## Step 6: Enter the Instructor name.

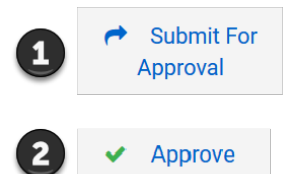
**Instructor** 

Identify the lead faculty instructor or coordinator for the course.

## Step 7: Review & Submit

Before submitting, please carefully review your proposal. Units are responsible for ensuring information entered to CM is accurate, complete and free from errors.

Once you have reviewed your proposal, you will need to (1) Submit for Approval and (2) Approve your proposal at the unit level. The proposal will then come to the Office of the Dean for review, before the change can be implemented.



## CURRICULUM MANAGEMENT RESOURCES & SUPPORT

To access the Curriculum Management (CM) Login and Toolkit, go to:  
<https://www.utm.utoronto.ca/program-curriculum/CM>



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