

DEFINITIONS – COURSE REVISION PROPOSAL FORM

A. COURSE IDENTIFICATION

Level of Study	Indicator distinguishing undergraduate courses from graduate courses
Course Number	The five-digit course number that is currently assigned to the existing course (e.g., 62:161)
Course Title	The title of the existing course
Faculty/School	The Faculty/School proposing the revisions to the existing course
Department	The specific department proposing the revisions to the existing course
Calendar Entry	A screenshot taken of the current Calendar entry (details & description) for the existing course The “Snipping Tool” is available on most PCs (Start Menu – All Programs - Accessories). With it, users can select and copy part of what is seen onscreen so that the selection can be pasted into this form.

B. PROPOSED COURSE INFORMATION REVISIONS

Course Level	The year-level associated with the course where 100 = 1 st year, 200 = 2 nd year, etc.		
Subject Identifier	The 4-letter code that serves as a visual identifier of the course’s general subject matter (i.e., ANTH = Anthropology)		
Course Title	The proposed new title for the existing course		
Short Title	The proposed new title for the existing course abbreviated to accommodate the current registration system’s 30 character maximum. This title will appear in registration guides and on transcripts.		
Credit Hours	The number of credit hours of the course		
Term Duration	The number of terms required to complete the course (i.e., is it a one-term or both-term course?)		
Course Type	Description of the specific course type:		
	Course Type	Definition	Some Examples
	Administrative	Placeholder entry that serves an administrative function only; no actual academic activity involved	Future Graduate Thesis continuing registration "course", MELS full-time registration placeholder "course"
	Clinical*	Required activity, authorized by the University, in which students participate in hands-on, applied health care training	Health Studies practicums
	Field School	Intensive, short-term activity in which teaching and learning occurs off-campus in a location/context relevant to the discipline and in which students work together, under supervision and with instruction, to apply theories and concepts to practical situations	Archaeology Field School
	Hands On Training*	Activity, other than clinical/practicum activities, internships/externships, laboratories, and field schools in which teaching and learning occurs in an applied, "hands-on" manner.	Individual Music lessons, Music ensembles, Fine Arts studio courses
	Internship/ Externship*	Required or optional activity, other than clinical/practicum activities, authorized by the University, in which students participate in a work/professional experience to gain future occupation-related skills. Students are usually remunerated for their work during these experiences.	Co-op work terms
	Lab*	Applied instruction, often involving specialized equipment/materials, that is co-requisite with a companion, theory-based course	Science labs
	Lecture*	Activity in which teaching and learning occur primarily through dissemination, discussion, and analysis of course content; includes "flipped classroom", seminar-style, and other pedagogies	Most courses where hands-on activity is not the central feature
	Practicum*	Required activity, authorized by the University, in which students participate in applied training within a professional setting related to the discipline offering the activity	Education practicums
	Thesis	Undergraduate or graduate activity, usually involving original research, that serves as the capstone element of some degree programs	Undergraduate Honours theses; all graduate thesis courses

	Topics/Tutorials	Personalized instruction provided to an individual upper-level student based on the student's interests and/or outstanding graduation requirements; offerings require special approval of department and Dean due to workload implications	Many third & fourth year Arts & Science courses with "Topics" in the title
	Transfer	Reserved for credit transferred from other post-secondary institutions that does not have a direct course equivalent but counts as unallocated credit within a particular discipline/faculty	ANTH 1000 - Anthropology 1000-Level Unallocated
* These are hard-coded entries in the new software system we have purchased that cannot be re-named.			
Hrs/wk	Number of hours per week students will spend in the classroom/studio, etc. for the existing course		
Lab hrs/wk	Number of hours per week students will spend in an associated laboratory for the existing course		
Prerequisite(s)	Specific requirements that must be met before a student is eligible to take the existing course		
Corequisite(s)	Specific requirements that must be met at the same time that the student is taking the existing course (most typically occurs where two specific courses must be taken at the same time)		
Antirequisite(s)	Specific condition that, if met, prevents students from registering for a course (most typically occurs where students should not be permitted access to a particular first-year or 090 course if they successfully completed a specific high school course in the same subject area)		
Cannot Be Held With	Specific course(s) for which students should not hold/retain credit if they take the existing course		
Cross-Listed With	Where agreement has been made with another department to have the existing course recognized by that department towards its major/minor requirements, the other department's associated course number must be listed in this field.		
Cross-List Dept Approval	The date on which the other department approved cross-registration of the existing course.		
Additional Information/ Clarification	A space reserved to provide any additional details about the existing course that could not be captured or explained fully in the fields above.		

C. PROPOSED COURSE CALENDAR REVISIONS

New Calendar Description	The revised text description of the course exactly as it should appear in the appropriate academic Calendar
Calendar Placement	A listing of all the places that the course changes should appear in the next year's academic Calendar, being as detailed as possible. It is helpful to make reference to specific page numbers, tables, section headings, etc. in the current Calendar.