



1. Will this course revision affect a current program?  
If "yes", the Program Revision is indicated....

Yes  No  
 on Program Revision Form submitted concurrently **OR**  
 in the Rationale section below ☆

2. Teaching Department:

4. Campus  
(Downtown, Macdonald,  
Off Campus, Distance  
Ed, Other – specify)

5. Effective Term of Implementation  
(Ex. Sept. 2004 = 200409)  
Term:   
 Retirement ☆

3. Administering Faculty/Unit:

6. Responsible Instructor:

8. Course Number(s)  
Indicate course number & the number of terms spanned:  
(tick all that apply)

Subject/course number:

Course(s) Span:  
 1 term  
 2 consecutive terms (D1, D2)  
 2 non-consecutive terms (N1, N2)  
 3 consecutive terms (J1, J2, J3)

7. Credit Weight  
(or CEUs for non-credit CE courses): ☆  
  
Old Credit Weight or CEUs (if applicable)

9. Number Change From: ☆

10. Consolidation of Courses:

11. Split of Multi-Term Course:

12. Course Title (Limit 30 char.) - required for all courses.  
  
Old Course Title (if applicable)

13. Course Title to Appear in the eCalendar (Optional)  
(Limit 59 characters):  
Note: This can ONLY be an expansion of word(s) abbreviated in  
the 30 character course title in Box 12.

14. Rationale for revised course (and affected programs where streamline procedures allow; see ☆ in guidelines)

15. New Course Description  
(as it will appear in the eCalendar [maximum 100 words]):  
(N.B. Faculty of Medicine must append complete course outline)

16. Old Course Description  
(may be found in the eCalendar or Banner)

17. Supplementary information to appear in the eCalendar in addition to the course description.  
Such as: equivalent course(s), contact hours, enrolment limitations, language of instruction etc.  
**Please enter the information as it should appear in the calendar notes.**

18. Schedule Types(s):  
(Enter all that apply – see course guidelines for a complete list.)

Hours per Week	Hours per Week	Hours per Week
_____ <input style="width: 40px; height: 20px;" type="text"/>	_____ <input style="width: 40px; height: 20px;" type="text"/>	_____ <input style="width: 40px; height: 20px;" type="text"/>
_____ <input style="width: 40px; height: 20px;" type="text"/>	_____ <input style="width: 40px; height: 20px;" type="text"/>	_____ <input style="width: 40px; height: 20px;" type="text"/>
		Total Hours per Week: <input style="width: 40px; height: 20px;" type="text"/>
		Total Number of Weeks: <input style="width: 40px; height: 20px;" type="text"/>

19. Projected Enrolment:

20. Revised Prerequisite(s) (Courses or Tests) (in full)  
Specify course number(s) or name(s) of test(s):

If the student does not have a prerequisite  
should web registration be blocked?  
 Yes  No

If "Yes" complete A and B:

A. Indicate minimum grade or test score(s) the student  
must attain in prerequisite course(s) or test(s):

B. Can the prerequisite course(s) or test(s) be taken in the  
same term as this course?  
 Yes  No

Old prerequisite course number(s) (if none, list "None")  
or test score title(s) (if applicable)

21. Revised Corequisite(s) Course Number(s) (in full):  
Specify course number(s):

If the student does not register for the corequisite  
in the same term should web registration be blocked?  
 Yes  No

Old corequisite(s) course numbers (if none, list "None"):

22. Revised Restriction(s):

Old Restriction(s) (if none, list "None"):

23. Additional Course Charges (must be approved by the Fee Policy  
Committee)

Description of Fee (e.g. screening fee)	Amount

24. Requires Teaching, Physical, or Financial Resources  
Not Currently Available (attach explanation)

Yes  No

25. Consultation Reports Attached

Yes  N/A

**INFORMATION FOR ENROLMENT SERVICES**

*To be completed by the Faculty*  
 Slot Course:  Yes  No

*To be completed by ES*  
 CIP Code

*For Continuing Studies Use*

CS Admin. Unit :

CS Non-Grant Courses:

Thesis Component:  Yes  No

Flat Rate: CdnFlat Rate:  Yes  N/A

**26. Approvals:**

Routing Sequence	Departmental Meeting	Departmental Chair	Other Faculty	Curric/Academic Committee	Faculty	SCTP
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Departmental Contact Person (name/phone/email)	<input type="text"/>					