# 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 and 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 and 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 teaching loads, space availability, and staff resources?

### 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?*

*Consultations with other units must occur **before** the course proposal is submitted. This 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 detailed rationale, including:

- **Rationale:** How does the change align with the unit's vision and impact existing programs? How is this course suitable for online or hybrid delivery? How do the proposed online/hybrid delivery modes provide an equivalent learning experience for students (as compared with in-person)?
- **Breakdown of Instructional Hours:** Indicate the delivery mode(s) for each component (LEC, TUT, PRA) of the course (i.e. Online Sync, Async, In-person)
- **Assessments:** How will assessments be designed in this course and how do they compare to an in-person course delivery?
- **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 are current course resources affected by this change?

If you have any questions, please email the PCU at programcurriculum.utm@utoronto.ca

## Submitting Course Modification Proposals in Curriculum Management – Key Fields

| Section Name | Information Required |
|---|---|
| **Version Start Session** | Indicate in which term the changes take effect – usually Fall of the following year (e.g. changes proposed in 2025 would start in Fall 2026) |
| **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 *Full divisional review* and the appropriate curriculum committee |
| **Content Description** | Max. 50 words; use present tense and describe the course's goals and themes |
| **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 that apply:<br>**In-Person:** Delivered in-person in any given term<br>**Hybrid:** Delivered in-person and online; assessments may be online or in-class<br>**Online:** Delivered online, presented synchronously or asynchronously, with a maximum of one in-person assessment (including final exams), declared during timetabling<br>**Online (Summer Only):** Delivered 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, if applicable |
| **Consultation Undertaken** | Describe any consultations, beyond your unit's curriculum committee and the PCU |
| **Resources Required** | Describe any potential impacts on faculty teaching loads, space usage, or staff resources – see the resource implications page on the PCU website |
| **Additional Proposal Documents** | Attach any relevant documents in PDF format |