

## USING THE CURRICULUM MANAGEMENT SYSTEM: PROPOSING EDITORIAL CHANGES TO COURSES AND PROGRAMS

Information on the Curriculum Management (CM) system is used to publish the Academic Calendar, and units are responsible for ensuring information in CM is accurate, complete and free from errors. In the event that an editorial change is needed to correct typographical errors, a revision can be submitted via the CM system.

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



**Step 2: Choose 'Propose a Revision to the Existing Version'.**

**Propose Changes**

**Propose a New Version**  
Use to propose a new modification to this course/program, or to retire a course/program. The start session for this proposal will be set to the next available session. Follow divisional guidelines for start session and proposal fields.

**Propose a Revision to the Existing Version**  
Use for a revision to a current proposal, in consultation with your divisional governance office. This option should be limited to correction of errors and formatting changes. Use "New Version" above for substantial changes.

Choose this option for Editorial Changes →

CANCEL    NEXT →

**NOTE:** When choosing the Version Start Session, indicate the date the change should take effect (usually the Fall of the next calendar year).

**Step 3: Enter the required editorial changes.**




Editorial changes may include corrections to spelling, grammar and punctuation, or formatting changes that do not alter the substantive meaning of the calendar entry.




Curricular changes may include changes to contact hours, requisite information, course title and number, and any change that alters program requirements or learning outcomes. These types of changes require governance approval and will not be accepted as editorial changes.

## 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

Choose this option for Editorial Changes 

## Step 5: Provide a Rationale to describe the change.

**Rationale and Academic Relevance** 

*Editorial change to correct a spelling error in the course description.*


## Step 6: Review & Submit.

Before submitting, please carefully review your proposal for the editorial change. Units are responsible for ensuring information entered in 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.

1

 Submit For Approval

2

 Approve

## CURRICULUM MANAGEMENT RESOURCES & SUPPORT

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

For questions, training & support, contact:

Program & Curriculum Unit  
Office of the Dean, UTM

Click [here](#) to contact us!



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