USING THE CURRICULUM MANAGEMENT SYSTEM:
TIPS FOR SUBMITTING CURRICULUM CHANGE PROPOSALS

SUBMIT YOUR CHANGES BEFORE THE DEADLINE

All curriculum changes must be entered to CM by the specified deadline in order to be reviewed by the UTM Divisional Curriculum Committees. Using CM, you may draft and submit your curriculum changes at any time. Don't delay!

WHEN PROPOSING CHANGES…

Units should:

✓ Refer to the UTM Guidelines for Populating Course Data Fields and Program Data Fields to understand the fields that must be completed with each proposal.

✓ Review ALL canonical information related to the program or course to ensure information in CM is current, accurate, and complete.

✓ Ensure all curriculum change proposals are free from errors.

PROPOSING A NEW VERSION OR A REVISION TO THE EXISTING VERSION

When proposing changes to courses and programs, you will receive the following prompt:

Propose Changes

Choose this option for curricular 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.

Choose this option for editorial changes →

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.

SELECT THE RIGHT "VERSION START SESSION"

Select the start session and year when the course change or new course will take effect.
Do not use the default setting.

The earliest you can propose any change is for the Fall of the next calendar year.

Version Start Session *

| Fall | ⌄ | 2021 | ⌄ |

SELECT THE APPROPRIATE GOVERNANCE ROUTING

Governance Routing

Proposal Divisional Review ❓
(See Divisional Guidelines)

Choose this option for curricular changes → ◉ This proposal requires full divisional review

Choose this option for editorial changes → ◉ 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

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

ACADEMIC RATIONALE IS REQUIRED

In this section, please discuss the academic reason for the change and what impact the change may have to students, course offerings and the program as a whole (positive and negative).

Rationale and Academic Relevance ❓

✔️ Discuss **WHY** the change is being proposed.

❌ Avoid the common errors of describing the edits you have made or being too vague in your rationale. For example: for a rationale like "New faculty hire", information about the need and demand for a course and how the course fits with the units current offerings, research direction, and overall unit mission or plan should also be included.

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. **Note**: Information in CM is used to publish the Academic Calendar, so caution should be taken to avoid data entry 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 preliminary review, before proceeding to the UTM Divisional Curriculum Committee.

1 ➡️ Submit For Approval

2 ✔️ Approve