Online courses require all of the instructional interaction in all components of the course to be offered without the student and instructor being in the same physical location (with the possible exception of a final or interim assessment requiring attendance on campus no more than once per session).

A permanent change to an online mode of delivery requires governance approval. For a course to be delivered permanently online ("online by design"), a proposal to identify the course with an "online" mode of delivery must be submitted in CM following the steps outlined below.

**NOTE:** All proposals for permanent changes to course mode of delivery will undergo a review and consultation process. Strategic and pedagogical considerations; guiding principles; impact on the student experience; and commitment to resources, etc. will be reviewed to determine the appropriateness of a course to be permanently delivered online. As part of this process, additional information will be requested.

### USING THE CURRICULUM MANAGEMENT SYSTEM:
**HOW TO PROPOSE A PERMANENT MODE OF DELIVERY COURSE CHANGE**

**Step 1:** Open the course record on CM and click ‘Propose Changes’.

**Step 2:** Choose ‘Propose a New 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.

**Step 3:** Select the version start date.

Select the start session and year when the new tagging 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.
Step 4: Select the appropriate governance routing.

Choose this option

Step 5: Check off the applicable Mode of Delivery tag.

If the course is to be delivered exclusively online, the “Online” mode of delivery should be checked.

If the course will be delivered as EITHER fully online or fully in person (i.e. delivery mode may change from offering to offering), BOTH the “Online” and “In Class” mode of delivery should be checked.

If an online section(s) is being added to a regular course (i.e. some sections online, some in person in the SAME offering), BOTH the “Online” and “In Class” mode of delivery should be checked.

Notes:
1. A course tagged as “Online” denotes that all instructional interaction in all components of the course occurs without the student and instructor being in the same physical location (with the possible exception of a final or interim assessment requiring attendance on campus no more than once per session).

2. Proposals for hybrid delivery are not being considered at this time. The definition and governance pathways for this delivery mode is still under discussion.

Step 6: Enter the Instructor name.

Identify the lead faculty instructor or coordinator for the course.

Step 7: 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.

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.