

## COURSE RETIREMENTS, NUMBER AND CREDIT WEIGHT CHANGES AND AFFECTED PROGRAMS

**NOTE:** Affected programs must be fully indicated in the rationale on the course proposal form. These course revision proposals, whether a program revision proposal is required or not, still must follow the normal approval process [department, faculty, SCTP]. Approval of the course revision will constitute approval of the program changes affected by that revision [that is indicated in rationale of course proposal]. When indicating affected program in Rationale box, the FULL program title and credit weight need to be specified, for example: “Affected program is M.A. in Curriculum Studies; Thesis (45 cr.) – group of ‘six credits from the following’ Complementary Courses”.

The following are guidelines that may change.

**Course Retirements:** The following scenarios are when course retirements do not require by SCTP a program revision proposal [but indication of affected programs should appear in Rationale box on the course retirement proposal]:

- course appears in a list of Complementary Courses or in a specific list of Elective Courses and the number of credits to be chosen is not affected;
- course appears in a list of courses within the Calendar that are to be chosen within a group of Complementary or Elective Courses and the number of credits to be chosen is not affected;
- course appears as an alternative Required Course and number of credits to be chosen is not affected.

The following scenarios are when course retirements do require a concurrent submission of a(or several) program revision proposal(s) to SCTP:

- course appears in a list of Required Courses;
- course appears in a list of Complementary Courses where the choice is only two courses [i.e., choice is indicated as “at least one of”] and similar situations where the removal of the course(s) eliminates any choice.

**Credit Weight Change:** The following scenarios are when course credit weight changes do not require by SCTP a program revision proposal [but indication of affected programs should appear in Rationale box on the course revision proposal]:

- course is listed in a group of Complementary or Elective Courses and number of credits to be chosen in the program is not affected;
- course appears in a list of courses within the Calendar that are to be chosen within a group of Complementary or Elective Courses and the number of credits to be chosen is not affected.

The following scenarios are when course credit weight changes do require a concurrent submission of a(or several) program revision proposal(s) to SCTP:

- course appears in a list of Required Courses;
- course appears in a list of Complementary or Elective Courses where the number of credits to be chosen is affected;
- credit weight of research, project, or thesis courses listed in an honours or graduate program is changed.

**Number Change:** The following scenarios are when course number changes do not require by SCTP a program revision proposal [but indication of affected programs should appear in Rationale box on the course revision proposal]:

- a 200-, 300-, 400-, or 500-level course is renumbered to the undergraduate level;
- a 600- or 700-level course is renumbered to the same level [600 or 700];
- a subject code change but number stays the same.

The following scenarios are when course number changes do require a concurrent submission of a(or several) program revision proposal(s) to SCTP:

- 600-level course is renumbered to a 700-level course or renumbered to an undergraduate-level course;
- 700-level course is renumbered to a 600-level course or below;
- 500- or other undergraduate-level courses renumbered to a 500-, 600-, or 700-level course.

Thesis, Project, Special Activity Courses: Changes to thesis (Honours, Master's), project, or special activity courses [that are listed in a graduate program] require a program revision proposal.

Course Schedule Type Changes: The following scenario is when course schedule type change does not require by SCTP a course revision proposal:

- schedule type is being added to a course where hours are used from an existing schedule type [example, 3 hrs/wk of Lecture are listed but Lecture is reduced to 2 hrs/wk and 1 hr/wk is scheduled as Conference] – the total number of hrs/wk does not change. This change may be made by the Class Schedule Office with a request in writing by the department.

The following scenario is when course schedule type changes do require a submission of a course revision proposal to SCTP:

- total hrs/wk is revised;
- Lecture course is revised to a Laboratory course, or vice versa, and the hrs/wk remain unchanged.

Course Term Changes