



Appendix E: Examples of UBC Curriculum Proposal Form

Examples of UBC Curriculum Proposal Form

UBC THE UNIVERSITY OF BRITISH COLUMBIA

UBC Curriculum Proposal Form
Change to Course or Program

Enter the date the proposal was created and the proposer's contact information.

Paste the URL from the current web calendar here. Delete instructions.

Delete "1 or" or "or 2" as appropriate.

Enter the date that the Faculty/School approved the change.

Category: (1 or 2)

Faculty:
Department:
Faculty Approval Date:
Effective Session (W or S):
Effective Academic Year:

Proposed Calendar Entry:
(40 word limit.)

Enter the session (W or S) and the year (single year, i.e. 2017 only, never 2017/18) in which you would like the change to be effective.

Paste the current Calendar entry here. Use **bold font** and **highlighting** to indicate the new text. Words that are indicated as deleted in the right-side column should not appear in the left-side column.

Enter the requested action here (e.g., Create new course; Change grading type; Change prerequisites, etc.). Delete instructions.

Provide an academic rationale for the requested action. Delete instructions.

Indicate whether the course is eligible for Cr/D/F. Default is eligible.

If the course is not Cr/D/F eligible, provide a rationale for opting out of policy. Delete instructions.

Use the checkboxes to indicate grading for the course. If boxes are left unchecked, the default grading method will be percentage grading.

Enter the session (W or S) and the year (single year, i.e. 2017 only, never 2017/18) in which you would like the change to be effective.

Example of a changed course

Faculty: Science
Department: Biology
Faculty Approval Date: 1 March 2012
Effective Session (W or S): Summer
Effective Academic Year: 2012/13

Proposed Calendar Entry:
BIOL 464 (3) Animal Developmental Genetics. Role of genes in embryonic development. **Emphasis on tissue specific expression patterns and the role of genetic networks in establishing cell types.** Prerequisite: BIOL 463. [3-0-0]

Date: 14 November 2011
Contact Person: primary contact
Phone: 2-XXXX
Email: fname.lname@ubc.ca

URL:
<http://www.calendar.ubc.ca/vancouver/courses.cfm?code=BIOL>

Present Calendar Entry:
BIOL 464 (3) Animal Developmental Genetics. Detailed analysis of the role of genes in establishment of embryonic polarity and axes, pattern formation, segmentation and establishment of tissue types. A detailed research proposal is developed. Prerequisite: BIOL 463. [3-0-0]

Type of Action:
Change course description.

☐ Not available for Cr/D/F grading.
(Check the box if the course is NOT eligible for Cr/D/F grading and provide the rationale for below. Note: Not applicable to graduate-level courses.)

☐ Pass/Fail or ☐ Honours/Pass/Fail grading
(Check one of the above boxes if the course will be graded on a P/F or H/P/F basis. Default grading is percentage.)



	<p>Rationale for Proposed Change: The revised description clarifies and emphasizes the approach to the content.</p> <p><input checked="" type="checkbox"/> Not available for Cr/D/F grading.</p> <p>Rationale for not being available for Cr/D/F: This fourth year biology course requires background knowledge that makes it a poor candidate for a choice as an elective. Target students for this course would be B.Sc. in Biology students and would not be able to choose this course as an elective.</p> <p><input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading</p>	<p>The phrase “<i>This course is not eligible for Credit/D/Fail grading.</i>” will appear in the Calendar after the Course Description.</p> <p>Indicate whether the course is eligible for Cr/D/F (above). Default is eligible. Provide rationale if ineligible.</p>
<p>Proposed Calendar Entry:</p> <p>GEOG 211 (3) The State of the Earth The demographic, economic, ecological and technological factors that underlie current environmental challenges, considering their effects to date and their possible impact in the future.</p> <p><i>Prerequisites:</i> One of GEOB 102, GEOB 103. GEOG 121, GEOG 122 are recommended. Second-year standing.</p>	<p>URL: n/a</p> <p>Present Calendar Entry: n/a</p> <p>Type of action: Create new course.</p> <p>Rationale: Strong and immediate interest in the recently introduced Environment and Sustainability Major in Geography (75 majors declared in 2009-10, the first year the program was offered, and 151 in 2010-11) has created unmanageable demand in existing courses in that program. In response, to improve the educational experience of students enrolled in the E&S Major, and to provide courses that help to meet the teaching goals of the University Sustainability Initiative, the department of Geography is introducing Geography 211 and proposing slight adjustments to several existing courses. GEOG 211 is designed for students interested in sustainability issues and the environmental challenges facing humankind in the 21st century.</p> <p><input type="checkbox"/> Not available for Cr/D/F grading.</p> <p>Rationale for not being available for Cr/D/F: N/A</p> <p><input type="checkbox"/> Pass/Fail or <input type="checkbox"/> Honours/Pass/Fail grading</p>	<p>No box is checked, this course is percentage-graded.</p> <p>Indicate whether the course is eligible for Cr/D/F. Default is eligible. Provide rationale if ineligible.</p>

Example of a new course



<p>Example of a change to a program entry</p>	<table border="1"> <tr> <td data-bbox="462 279 803 430"></td><td data-bbox="803 279 1144 430"> <p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,195,272,30</p> </td></tr> <tr> <td data-bbox="462 430 803 1123"> <p>Proposed Calendar Entry:</p> <p>English Requirement</p> <p>The Faculty of Applied Science recognizes that good communication skills in English are essential to the understanding of course material and to the successful practice of engineering. To qualify for the B.A.Sc., a student must complete ENGL 112 (or equivalent) and one of APSC 201, APSC 202 and APSC 203, or IGEN 201. Students admitted directly from secondary schools are required to take English in their first year if eligible to do so. To be eligible, students must have met the Language Proficiency Index Requirement for First-Year English. Once admitted to UBC, students will not normally be permitted to satisfy the English requirements at another institution. Students should take particular notice of the English requirements for advancement in the Faculty (see Advancement).</p> </td><td data-bbox="803 430 1144 1123"> <p>Present Calendar Entry:</p> <p>English Requirement</p> <p>The Faculty of Applied Science recognizes that good communication skills in English are essential to the understanding of course material and to the successful practice of engineering. To qualify for the B.A.Sc., a student must complete ENGL 112 (or equivalent) and APSC 201 (or equivalent). Students admitted directly from secondary schools are required to take English in their first year if eligible to do so. To be eligible, students must have met the Language Proficiency Index Requirement for First-Year English. Once admitted to UBC, students will not normally be permitted to satisfy the English requirements at another institution. Students should take particular notice of the English requirements for advancement in the Faculty (see Advancement).</p> </td></tr> <tr> <td data-bbox="462 1123 803 1415"></td><td data-bbox="803 1123 1144 1415"> <p>Type of Action: Add reference to other courses that can satisfy the English Requirement, along with ENGL 112.</p> <p>Rationale for Proposed Change: Update of text in introductory section of Calendar to reflect recent curriculum changes.</p> </td></tr> </table>		<p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,195,272,30</p>	<p>Proposed Calendar Entry:</p> <p>English Requirement</p> <p>The Faculty of Applied Science recognizes that good communication skills in English are essential to the understanding of course material and to the successful practice of engineering. To qualify for the B.A.Sc., a student must complete ENGL 112 (or equivalent) and one of APSC 201, APSC 202 and APSC 203, or IGEN 201. Students admitted directly from secondary schools are required to take English in their first year if eligible to do so. To be eligible, students must have met the Language Proficiency Index Requirement for First-Year English. Once admitted to UBC, students will not normally be permitted to satisfy the English requirements at another institution. Students should take particular notice of the English requirements for advancement in the Faculty (see Advancement).</p>	<p>Present Calendar Entry:</p> <p>English Requirement</p> <p>The Faculty of Applied Science recognizes that good communication skills in English are essential to the understanding of course material and to the successful practice of engineering. To qualify for the B.A.Sc., a student must complete ENGL 112 (or equivalent) and APSC 201 (or equivalent). Students admitted directly from secondary schools are required to take English in their first year if eligible to do so. To be eligible, students must have met the Language Proficiency Index Requirement for First-Year English. Once admitted to UBC, students will not normally be permitted to satisfy the English requirements at another institution. Students should take particular notice of the English requirements for advancement in the Faculty (see Advancement).</p>		<p>Type of Action: Add reference to other courses that can satisfy the English Requirement, along with ENGL 112.</p> <p>Rationale for Proposed Change: Update of text in introductory section of Calendar to reflect recent curriculum changes.</p>
	<p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,195,272,30</p>						
<p>Proposed Calendar Entry:</p> <p>English Requirement</p> <p>The Faculty of Applied Science recognizes that good communication skills in English are essential to the understanding of course material and to the successful practice of engineering. To qualify for the B.A.Sc., a student must complete ENGL 112 (or equivalent) and one of APSC 201, APSC 202 and APSC 203, or IGEN 201. Students admitted directly from secondary schools are required to take English in their first year if eligible to do so. To be eligible, students must have met the Language Proficiency Index Requirement for First-Year English. Once admitted to UBC, students will not normally be permitted to satisfy the English requirements at another institution. Students should take particular notice of the English requirements for advancement in the Faculty (see Advancement).</p>	<p>Present Calendar Entry:</p> <p>English Requirement</p> <p>The Faculty of Applied Science recognizes that good communication skills in English are essential to the understanding of course material and to the successful practice of engineering. To qualify for the B.A.Sc., a student must complete ENGL 112 (or equivalent) and APSC 201 (or equivalent). Students admitted directly from secondary schools are required to take English in their first year if eligible to do so. To be eligible, students must have met the Language Proficiency Index Requirement for First-Year English. Once admitted to UBC, students will not normally be permitted to satisfy the English requirements at another institution. Students should take particular notice of the English requirements for advancement in the Faculty (see Advancement).</p>						
	<p>Type of Action: Add reference to other courses that can satisfy the English Requirement, along with ENGL 112.</p> <p>Rationale for Proposed Change: Update of text in introductory section of Calendar to reflect recent curriculum changes.</p>						

URL from online official Calendar

Cr/D/F and grade type information does not apply to program entries, and therefore can be removed or ignored.