**EXAMPLE 1 - NEW COURSE:**

Indicate whether the proposal is a Category 1 or 2 change.

Curriculum Proposal Form

Indicate the date the proposal was approved by your faculty.

 New/Change to Course/Program – Okanagan Campus

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| **Category: 1**Indicate the year and session for implementation (ie, 2015S, 2016W).  |
| Faculty/School: Creative & Critical Studies**Department/Unit:** Critical Studies**Faculty Approval Date:** 20130331**Effective Session:** 2014W | **Date:** 20130123**Contact Person:** Dr. X**Phone:** 250.807.XXXX**Email:** dr.x@ubc.caIndicate the nature of the proposed change(s). |
| **Type of Action:** New course  |
| **Rationale:** To support the global and visual culture initiatives of the UBCO Art History and Visual Culture program by expanding the course offerings in African art and visual culture. African dress and fashion is a particularly dynamic area of research and scholarship that addresses issues of: ethnic, gender, and national identities; processes of transculturalism and globalization; and dynamics of post- and neocolonialism. Course development is based in AHVC faculty research and expertise.Provide the reason for the change(s) in a context a reader in any Faculty can understand. |
| **Proposed Academic Calendar Entry:** **ARTH 385 (3) African Dress and Fashion****An examination of historical and contemporary African dress and fashion emphasizing sociocultural and political contexts, transculturalism, and global identities. [3-0-0]*****Prerequisite:* Third-year standing.** | **Draft Academic Calendar URL:** N/ARIGHT SIDE = Current text copied from the draft Calendar. (none for new courses)**Present Academic Calendar Entry:**noneLEFT SIDE = New, proposed text.Use **bold**, underlined, red font to indicate the proposed text. |

**EXAMPLE 2 – CLOSING A COURSE**

**(COURSE DELETION FROM CALENDAR):**

Curriculum Proposal Form

Indicate the date the proposal was approved by your faculty.

Indicate whether the proposal is a Category 1 or 2 change.

 New/Change to Course/Program – Okanagan Campus

**When closing a course, INDICATE THE LAST SESSION IT SHOULD BE OFFERED.** (ie. 2014W here is the last time to offer it).

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| **Category: 2** |
| Faculty: Applied Science**School:** Engineering**Faculty/School Approval Date:** 20130227**Effective Session:** 2014W | **Date:** 20130123**Contact Person:** Dr. X**Phone:** 250.807.XXXX**Email:** dr.x@ubc.ca |
| **Type of Action:**.Discontinuation of a Course |
| **Rationale:** This course has been cancelled because a new graduate course (ENGR 537) covering similar course material will be introduced. The new course will be offered in conjunction with a new undergraduate course on the same subject (ENGR 437).Indicate the nature of the proposed change(s). |
| **Proposed Academic Calendar Entry:** n/a | **Draft Academic Calendar URL:** n/a**Present Academic Calendar Entry:**Provide the reason for the change(s).**~~ENGR 535 (3) Railway Systems Engineering~~****~~Railway engineering practices, data, specifications, plans, and economics pertaining to the planning, design, construction, and operation of railway systems: tracks, controls, running stock, facilities, emerging research, and technology~~**~~.~~RIGHT SIDE = Current text copied from the draft Calendar. Use **bold** and ~~strikethrough~~ functions to indicate the removal of the entire course from the Calendar.LEFT SIDE = New, proposed text.Use **bold**, underlined, red font to indicate the proposed text. Here it is n/a (no text in the Calendar.) |

**EXAMPLE 3: PREREQUISITE CHANGE**

Curriculum Proposal Form

Indicate whether the proposal is a Category 1 or 2 change.

Indicate the date the proposal was approved by your faculty.

 New/Change to Course/Program – Okanagan Campus

Indicate the year and session for implementation (ie, 2015S, 2016W).

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| **Category: 2** |
| Faculty/School: Arts and Sciences**Department/Unit:** Unit 1**Faculty Approval Date:** 20100331**Effective Session:** 2011W | **Date:** 20100323**Contact Person:** Dr. X**Phone:** 250.807.XXXXIndicate the nature of the proposed change(s).**Email:** dr.x@ubc.ca |
| **Type of Action:** Revision to prerequisites |
| **Rationale:** The current list of prerequisites is too prescriptive; they have been changed to allow students greater flexibility in meeting the background requirements for the courseProvide the reason for the change(s). |
| **Proposed Academic Calendar Entry:** ANTH 460 (3) Paleoethnobotany Study of the recovery, identification, and interpretation of plant remains from the archaeological record; general principles, theory, and methods of paleoethnobotany. Lectures cover theoretical and interpretive issues; laboratories provide instruction in field and laboratory techniques used in recovery, identification, and analysis of archaeological plant remains. OUC equivalent: ANTH 460. [3-0-0]*Prerequisite:* **One of ANTH 103, ANTH 104 and third-year standing with at least 6 credits in archaeology-related Anthropology.** | **Draft Academic Calendar URL:**n/aThe draft Calendar URL is not required for changes to a course. It is required for other Calendar changes.**Present Academic Calendar Entry:**ANTH 460 (3) Paleoethnobotany Study of the recovery, identification, and interpretation of plant remains from the archaeological record; general principles, theory, and methods of paleoethnobotany. Lectures cover theoretical and interpretive issues; laboratories provide instruction in field and laboratory techniques used in recovery, identification, and analysis of archaeological plant remains. OUC equivalent: ANTH 460. [3-0-0]*Prerequisite:* **~~All of ANTH 104, ANTH 260 and one of ANTH 241, ANTH 251 and fourth-year standing.~~**RIGHT SIDE = Current text copied from the draft Calendar. Use **bold** and ~~strikethrough~~ functions to indicate the text to be deleted and/or changed.LEFT SIDE = New, proposed text.Use **bold**, underlined, red font to indicate the proposed text. |

Curriculum Proposal Form

If more than one Category 2 proposal is coming forward from the same proposer with the same effective date, the same type of change, and the same rationale, please complete only one proposal form.

(For Category 1 new courses, do NOT list multiple new courses on one form. Each new course should have its own form).

 New/Change to Course/Program – Okanagan Campus

**EXAMPLE 4: MULTIPLE CATEGORY 2**

**CHANGES OF SAME NATURE**

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| **Category:** 2 |
| Faculty: Creative and Critical Studies**Department/Unit:** Creative Studies**Faculty Approval Date:** 20100325**Effective Session:** 2011W | **Date:** 20100310**Contact Person:** Dr. Y**Phone:** 250.807.YYYY**Email:** dr.y@ubc.ca  |
| **Type of Action:** Replace references to programs and courses that do not exist at the UBC Okanagan campus. |
| **Rationale:** There is no “Fine Arts” or Professional Writing program at the UBC Okanagan campus so these references are incorrect. The proposed revisions refer to programs that exist in our institution. |
| **Proposed Academic Calendar Entry:** CRWR 260 (3) Theory and Practice of Creative WritingRecommended for students taking Creative Writing, **English, Visual Arts, or Performance** courses. Introduces students to the history of twentieth-century forms of creative writing. Students will write essays on problems of aesthetics and practice various forms. OUC equivalent: ENGL 220. [3-0-0]*Prerequisite:* Two of ENGL 112, ENGL 113, ENGL 150, ENGL 151, ENGL 153. CRWR 116 and 126 are highly recommended.CRWR 382 (3/6) d Topics in Creative WritingSpecial course in advanced creative writing for senior students in Creative Writing **or other Creative Studies programs** who wish to work on a special topic not normally covered in other classes. Topics vary. See the department for what is offered annually. OUC equivalent: ENGL 382. [3-0-0]*Prerequisite:* Permission of the department through portfolio submission (deadline: May 1). Note: only students whose portfolios are of superior quality will be admitted. | **Draft Academic Calendar URL:** N/A**Present Academic Calendar Entry:**CRWR 260 (3) Theory and Practice of Creative WritingRecommended for students taking Creative Writing **~~or Fine Arts~~** courses. Introduces students to the history of twentieth-century forms of creative writing. Students will write essays on problems of aesthetics and practice various forms. OUC equivalent: ENGL 220. [3-0-0]*Prerequisite:* Two of ENGL 112, ENGL 113, ENGL 150, ENGL 151, ENGL 153. CRWR 116 and 126 are highly recommended.CRWR 382 (3/6) d Topics in Creative WritingSpecial course in advanced creative writing for senior students in Creative Writing, **~~Professional Writing, or Fine Arts~~** who wish to work on a special topic not normally covered in other classes. Topics vary. See the department for what is offered annually. OUC equivalent: ENGL 382. [3-0-0]*Prerequisite:* Permission of the department through portfolio submission (deadline: May 1). Note: only students whose portfolios are of superior quality will be admitted. |

Formatting tip: To resize the two columns over multiple pages (or reduce it from two pages down to one page), hold the mouse over the bottom line until you see a short line with an arrow pointing up and an arrow pointing down. Click and drag the line to where you want it.

**EXAMPLE 5: TEXT PARAGRAPH CHANGE**

Indicate whether the proposal is a Category 1 or 2 change.

Indicate the date the proposal was approved by your faculty.

Curriculum Proposal Form

Indicate the year and session for implementation (ie, 2015S, 2016W).

 New/Change to Course/Program – Okanagan Campus

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| **Category: 1** |
| Faculty: Arts and Sciences**Unit:** Unit 5**Faculty Approval Date:** 20130115**Effective Session:** 2013W  | **Date:** 20120801Indicate the nature of the proposed change(s).**Contact Person:** Dr. X**Phone:** 250.807.XXXX**Email:** dr.x@ubc.caProvide the reason for the change(s). |
| **Type of Action:** Revise the required courses in the B.A. in Computer Science to improve the student experience. |
| **Rationale:** The B.A. in Computer Science has been redesigned after several years to better reflect student requirements and improve accessibility to B.A. students.The draft Calendar URL is not required for changes to a course. It is required for other Calendar changes (such as this text change). |
| **Proposed Academic Calendar Entry:** [Homepage (draft)](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm) [Faculties, Schools, and Colleges](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,0,0,0) [Faculty of Arts and Sciences](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,0,0) [Bachelor of Arts Programs](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,857,0)Computer Science (B.A.)**Computer Science (B.A.)****[14718] B.A. Major in Computer Science****[14721]** **Note:** The UBC Okanagan campus also offers a [B.Sc. Major in Computer Science](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,858,993#11902).**[14719]** This program **allows** students **to use their artistic creativity with technology for the benefit of society**. **It appeals** to students interested both in computer science and visual arts (game or website design), psychology (cognitive science, and human and computer interaction), English (technical writing), languages (automation of text translation), philosophy (computer ethics), or law (information security**,** privacy, and forensics).**[14722] First and Second Years****[14723]** [B.A. requirements](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,857,1084#12398), including the following:**[14724]** * one of COSC 111, COSC 1231;
* COSC 121;
* COSC 222;
* **One of MATH 100, 111, 1162**

**[14725]** 1COSC 122 is a prerequisite for COSC 123.**2Since several upper-level Computer Science courses have Mathematics prerequisites, MATH 101, MATH 221, and COSC 221 are strongly recommended.** | **Draft Academic Calendar URL:** <http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,857,1260>**Present Academic Calendar Entry:**[Homepage (draft)](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm) [Faculties, Schools, and Colleges](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,0,0,0) [Faculty of Arts and Sciences](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,0,0) [Bachelor of Arts Programs](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,857,0)Indicate the exact Calendar page by listing ‘breadcrumbs’ (menu choices)Computer Science (B.A.)Indicate the section code (article ID#) as found in the DRAFT Calendar in both columns. Highlight in yellow.**[14718] B.A. Major in Computer Science****[14721]** **Note:** The UBC Okanagan campus also offers a [B.Sc. Major in Computer Science](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,858,993#11902).**[14719]** This program **~~provides~~** students **~~with an opportunity to complement their Arts degree with a core of Computer Science courses specific to their interests~~**. **~~This program would appeal~~** to students interested both in computer science and visual arts (game or website design), psychology (**~~programming for~~** cognitive science, **~~psychology,~~** and human and computer interaction**~~s~~**), English (technical writing), languages (automation of text translation), philosophy (computer ethics), or law (information security **~~and~~** privacy, and forensics).RIGHT SIDE = Current text copied from the draft Calendar. Use **bold** and ~~strikethrough~~ functions to indicate the text to be deleted and/or changed.LEFT SIDE = New, proposed text.Use **bold**, underlined, red font to indicate the proposed text.**[14722] First and Second Years****[14723]** [B.A. requirements](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,282,857,1084#12398), including the following:**[14724]** * one of COSC 111, COSC 1231;
* COSC 121;
* **~~COSC 211, COSC 221~~~~2~~~~,~~** COSC 222;
* **~~one of MATH 100, MATH 116;~~**
* **~~one of MATH 101, MATH 142;~~**
* **~~MATH 221~~~~3~~~~.~~**

**[14725]** 1COSC 122 is a prerequisite for COSC 123.**~~2~~~~Or its equivalent, MATH 251.~~~~3~~~~MATH 200 and STAT 230 are strongly recommended.~~**Align the same section codes as best as possible to match in the left and right columns for easier text comparison. |

**EXAMPLE 6: TEXT CHANGE**

Curriculum Proposal Form

 New/Change to Course/Program – Okanagan Campus

Cut and paste the draft Calendar URL of the Calendar entry that will be affected.

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| **Category:** 2 |
| Faculty: Health and Social Development**Department/Unit:** Human Kinetics**Faculty Approval Date:** 20100427**Effective Session:** 2011W | **Date:** 20100414**Contact Person:** Dr. Z**Phone:** 250.807.ZZZZ**Email:** dr.z@ubc.ca |
| **Type of Action:** Update degree requirements. |
| **Rationale:** HMKN 204 has never existed at the UBC Okanagan campus; HMKN 202 should be listed. |
| **Proposed Academic Calendar Entry:**[Homepage](http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm) > [Faculties, Schools, and Colleges](http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=18,0,0,0) > [Faculty of Health and Social Development](http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=18,286,0,0) > [Bachelor of Human Kinetics](http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=18,286,1016,0) > Degree Requirements**[…]** **[14532]** Students must also successfully complete the following credits:**[14533]** * ENGL 112 (3)
* Human Kinetics core courses:
	+ HMKN 100 (3), HMKN 101 (3), HMKN 102 (3), HMKN 200 (3), HMKN 201 (3), **HMKN 202 (3),** HMKN 203 (3), HMKN 4XX2 (3), HMKN 4XX2 (3);
* Health Studies core courses:
	+ HEAL 100 (3), HEAL 200 (3), HEAL 201 (3), HEAL 300 (3), HEAL 301 (3);
* Human Kinetics concentration area required courses;
* electives.
 | **Draft Academic Calendar URL:** <http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=18,286,1016,1251> The complete entry does not need to be included. A series of periods (ellipses) can be used to indicate where unchanged text begins and ends.**Present Academic Calendar Entry:** [Homepage](http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm) > [Faculties, Schools, and Colleges](http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=18,0,0,0) > [Faculty of Health and Social Development](http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=18,286,0,0) > [Bachelor of Human Kinetics](http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=18,286,1016,0) > Degree Requirements**[…]****[14532]** Students must also successfully complete the following credits:Leave article ID numbers from the draft Calendar in place in the present and proposed Calendar entries.**[14533]** * ENGL 112 (3)
* Human Kinetics core courses:
	+ HMKN 100 (3), HMKN 101 (3), HMKN 102 (3), HMKN 200 (3), HMKN 201 (3), HMKN 203 (3), **~~HMKN 204 (3),~~** HMKN 4XX2 (3), HMKN 4XX2 (3);
* Health Studies core courses:
	+ HEAL 100 (3), HEAL 200 (3), HEAL 201 (3), HEAL 300 (3), HEAL 301 (3);
* Human Kinetics concentration area required courses;
* electives.
 |

**EXAMPLE 7: ENTIRELY NEW TEXT**

Curriculum Proposal Form

New/Change to Course/Program – Okanagan Campus

LEFT SIDE = New, proposed text.

Use **bold**, underlined, red font to indicate the proposed text.

ALL new text should be red, bold, underlined to indicate to readers that it is brand new text, even if this means that a multi-page proposal is all red, bold and underlined.

|  |
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| Category**: 1**  |
| Faculty/School: Faculty of Health & Social Development**Dept./Unit:** Health & Exercise Sciences**Faculty/School Approval Date:** Feb 29th 2016**Effective Session:** 2016W  | **Date:** February 20, 2016**Contact Person:** Dr.Edward Taylor **Phone:** 250–807–8740**Email:** edward.taylor@ubc.ca |
| Type of Action: Revise program regulationsIndicate the draft Calendar page where the new text should appear or the link to the table of contents page to indicate where a new page should be included.  |
| **Rationale:** This revision enables our students to join the cross-campus Co-op Program.This will enable us to showcase students with diverse skills and backgrounds to our community employment partners, whilst also providing a solution to an identified need across campus for access to co-op. Students’ co-op experience will be managed by a central co-op office with input and engagement from members from their home faculty. |
| **Proposed Academic Calendar Entry:** **Co-operative Education Program****The Co-operative Education Program (Co-op) provides interested and qualified students with paid employment experience relevant to their future careers. The Co-op Program is an optional, year-round program supplementary to regular academic programs. For general program information, see Cooperative Education <link: http://www.calendar.ubc.ca/okanagan/index.cfm?tree=6,308,921,0>****To graduate with a “Co-operative Education Program” designation on the transcript, a student must complete three work placement terms, including placements in Term 1 (September to December) and/or Term 2 (January to April) of a Winter Session. One Co-op term provides the student 3 credits towards their Co-op designation, and two Co-op terms provide 6 credits towards Co-op designation.** **In order to provide flexibility to students, the Co-op Program offers students the option to take Co-op courses under the management Co-op MGCO code “Management Co-op Program” and/or the general COOP code “Co-operative Education”. Students should consult with the Co-op Coordinator about which course codes are most appropriate to their needs. The chosen course code will appear on the transcript.** **Students wishing to enrol in the Co-op Program typically apply in the Winter Session, Term 1 of their third year, however other entry points may be possible if requested and will be evaluated on a case by case basis.** **For admission into the Co-operative Education Program, students must have completed all their program requirements to date while maintaining an overall GPA of 70%. Academic performance and suitability for the work environment, as assessed by the Co-op Coordinator during the student intake process, will also be part of the selection criteria used for program admission. Total enrolment is subject to the availability of appropriate work term placements. Acceptance into the Co-op Program does not guarantee a work term placement.** | **Draft Academic Calendar URL:**[**http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,346,0,0**](http://www.calendar.ubc.ca/okanagan/proof/edit/index.cfm?tree=18,346,0,0)**Present Academic Calendar Entry:****N/A** |