Examples of UBC Curriculum Proposal Form

THE UNIVERSITY OF BRITISH [COLUMBIA]

UBC Curriculum Proposal F[orm]
Change to Course or Progr[am]

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.

Enter the session for which you wish the change to be effective (e.g., Winter or Summer; 2013/14)

Paste the current Calendar entry here. Use **bold font** to indicate new text. Words that are indicated as deleted in the right-side column should not appear in the left-side column. Use highlighting if you think the change may be lost (e.g., adding a comma or an 's').

Paste the current Calendar entry here. Use red strikethrough to indicate text that is to be deleted (do not actually delete Calendar text from the right-side column). Delete instructions.

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 for which you wish the change to be effective (e.g., Winter or Summer; 2013/14)

Example of a changed course

Category: (1 or 2)

Faculty:	**Date:**
Department:	**Contact Person:**
Faculty Approval Date:	**Phone:**
Effective Session (W or S):	**Email:**
Effective Academic Year:	
	URL: (URL from the current web Calendar – not the draft Calendar. This URL is not needed if you are only making changes to individual courses - for course entries simply list the course number.)
Proposed Calendar Entry: (40 word limit.)	**Present Calendar Entry:** (Cut and paste from the current web Calendar.)
	Type of Action: (e.g. new course, delete course, etc.)
	Rationale for Proposed Change: When you have supporting documents for Category 1 proposals please label each document with the course number, or the name of the program, being proposed.
	☐ **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 it below. Note: Not applicable to graduate-level courses.)
	Rationale for not being available for Cr/D/F: The default is that undergraduate courses are offered for Cr/D/F unless there is a significant reason as to why it should not be so.
	☐ 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.)

Faculty: Science	**Date:** 14 November 2011
Department: Biology	**Contact Person:** primary contact
Faculty Approval Date: 1 March 2012	**Phone:** 2-XXXX
Effective Session (W or S): Summer	**Email:** fname.lname@ubc.ca
Effective Academic Year: 2012/13	
Proposed Calendar Entry:	**URL:** http://www.calendar.ubc.ca/vancouver/courses.cfm?code=BIOL
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]	**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.

Rationale for Proposed Change:
The revised description clarifies and emphasizes the approach to the content.

☒ **Not available for Cr/D/F grading.**

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.

☐ Pass/Fail or ☐ Honours/Pass/Fail grading

The phrase "*This course is not eligible for Credit/D/Fail grading.*" will appear in the Calendar after the Course Description.

Indicate whether the course is eligible for Cr/D/F (above). Default is **eligible**. Provide rationale if ineligible.

No box is checked, this course is percentage-graded.

Example of a new course

Proposed Calendar Entry:

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.

Prerequisites: One of GEOB 102, GEOB 103. GEOG 121, GEOG 122 are recommended. Second-year standing.

URL:
n/a

Present Calendar Entry:
n/a

Type of action:
Create new course.

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.

☐ **Not available for Cr/D/F grading.**

Rationale for not being available for Cr/D/F:
N/A

☐ Pass/Fail or ☐ Honours/Pass/Fail grading

Indicate whether the course is eligible for Cr/D/F. Default is **eligible**. Provide rationale if ineligible.

Example of a change to a program entry

Proposed Calendar Entry:

English Requirement

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).

URL:
http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,195,272,30

URL from online official Calendar

Present Calendar Entry:

English Requirement

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).

Type of Action:
Add reference to other courses that can satisfy the English Requirement, along with ENGL 112.

Rationale for Proposed Change:
Update of text in introductory section of Calendar to reflect recent curriculum changes.

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