University of Toronto Scarborough

Course Retirement/Deletion Proposal

*This template can be used to draft proposals for undergraduate course retirements/deletions. All course retirements/deletions must be formally submitted through the Curriculum Manager (CM) system before they can be reviewed and sent forward to governance.*

Reading the form:

1. Only fields which are relevant to this kind of proposal appear on the form below. Anything else you see in CM can be ignored.
2. This template is structured to mirror what you see in CM. The CM fields appear in grey.
3. Use the righthand column to input your information. This column is white with a dark border.
4. Instructions, Notes, Tips, and Reminders for how to fill out each field appear in purple.
5. Any fields highlighted in red are not applicable to UTSC or will be filled out by the Dean’s Office. You can ignore these fields.
6. Some fields have been pre-filled for your convenience.

Tips for working with Faculty:

1. Consider using a different colour to highlight fields you want faculty to fill out
2. Each area has a collapsible heading (click on the grey arrow). If there are whole areas you want faculty to ignore, consider sending the form with only the areas which are applicable to them expanded, and collapse the rest.

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| --- | --- |
| **Status** | Active  Retire |
| **Version Start Session:** Please select the session and year the course will be retiring (i.e. Fall 2021). Normally this will be the Fall term of the academic year (i.e. Fall 2022). |  |

## Course Code and Title

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| --- | --- |
| **Course Code:** |  |
| **Course Title:** |  |
| **Level of Instruction:** | Undergraduate |

## General Information

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| --- | --- |
| **Campus** | Scarborough |
| **Alias Course Number**:Is the course double or triple numbered with another UTSC course? Bear in mind that retiring this course will have impacts on the partnered courses which must also be addressed. |  |
| **Jointly Offered with Course(s):**Is the course jointly offered with a graduate course? Bear in mind you may need to alter that course record to reflect this course retirement. |  |

## Governance Routing

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| --- | --- |
| **Proposal Divisional Review**  The Dean’s Office will update this field. | This proposal requires full divisional review  This proposal requires abbreviated divisional review. |
| **Inclusion in Program Field:** Will the course retirement impact any of your programs? | This proposal/change triggers modifications in your unit  This proposal/change has no impact on programs |

## Proposal Questions - General

|  |  |  |
| --- | --- | --- |
| **Rationale:**  You must describe why you are deleting this course  Will this deletion affect the programs in your discipline? If yes, how do you intend to accommodate current students? |  | |
| **Consultation Undertaken:**  Describe the consultation regarding the deletion that has taken place within the academic unit (be specific). Provide the date on which the Departmental Curriculum Committee approved the proposal.  Will the deletion have any impact on other UTSC academic units? If yes, describe your consultation with those units, and provide the date on which it took place. |  | |
| **Resources Required:**  What impact will the proposed change have on the unit’s resources? For example, will the retirement free up TA support hours? |  | |
| **Parts of a Program Proposal**  Will this retirement result in changes to any other UTSC programs or courses?  Note: when a proposed course retirement explicitly impacts a program or a course, please remember that a minor program/course modification proposal or course change proposal must be submitted for each impacted program and course.  Please list all of the impacted programs and courses (including all programs and courses outside of your academic unit).   For example: *UTSC programs using this course:*  Major in English, course is a requirement or option – proposal submitted  *UTSC courses using this course:* ABCA23H3, course is a prerequisite/co-requisite – proposal submitted |  | |
| **Additional Course Documents**  If you like, you can attach any supporting documents relevant to the proposal. |  |