

Course Change Request

Approval Level: Deans’ Council

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| Requestor Name/Title:  |  |
| Consultations:  | (LXD, Registrar, Other Centres, Business Analyst, etc.) |

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| **MOTION** |
| I move THAT Deans’ Council approve changes to course XXX-XXXX as outlined, effective July 1, XXXX. |

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| **COURSE INFORMATION** |
| Course ID |  |
| Course Name |  |
| Program |  |
| Centre |  |

*Only complete field requiring changes:*

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| **PROPOSED CHANGES** | **DESCRIPTION OF CHANGE** |
| Course Status |  |
| Grading Type |  |
| Course Title Short |  |
| Course Title Long (40) |  |
| Calendar Description |  |
| Course Outcomes |  |
| PLA Eligibility |  |
| Supplemental Exam Eligibility |  |
| Applied Research Component | Y/N |
| Instructional Hours per Week |  |
| Lab Hours per Week |  |
| Tutorial Hours per Week |  |
| WIL Total Hours |  |
| WIL Term Offering |  |
| Pre-requisites |  |
| Co-Requisites |  |

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| **FINANCE CHANGES** | **COMPLETED BY BUSINESS ANALYST: (name)** |
| Required Location (Main GL) | 10 000-XXXXX-44000 |
| Optional Location (DL GL) | 10 000-XXXXX-44200 |
| Tuition Rate Flag |  |
| Academic Fee Form? |  |

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| **IMPACTS** |
| Budget  |  |
| Employees/HR |  |
| Professional Development |  |
| Information Technology |  |
| Space Requirements |  |
| Equipment/Materials |  |
| Course Development |  |
| Student Affairs |  |
| Marketing Communications |  |
| Other Centres/Programs |  |

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| Dean/Designate Signature: |  |
| Print Name:  |  |
| Date: |  |