

**Calendar Changes 2016-17**  
**Graduate and Undergraduate**  
**Appendix 2 – Course Change Categories**

This is a non-exhaustive list of the most typical types of course changes, and some procedural notes.

Course	Comments
<b>Add new course</b>	<ul style="list-style-type: none"> <li>The academic unit is responsible for assigning the course number.</li> <li>Course numbers are not to be re-used. The Scheduling office can assist in determining availability of course numbers for new courses.</li> <li>Consider whether preclusions, cross-listings, etc. are necessary.</li> <li>FYSM numbers are assigned by Scheduling Office – consult with that office when introducing new FYSM courses.</li> <li>Maximum word count for course descriptions: 45 words (excluding prerequisite, preclusion statements etc.)</li> </ul>
<b>Delete existing course</b>	<ul style="list-style-type: none"> <li>Consider impact in program requirements and whether a transition plan is necessary if this was a required, core, or prerequisite course.</li> <li>Update prerequisite statements, electives and course category lists correspondingly (they should not list courses that are no longer available)</li> <li>Is this course used by other units, and have they been advised?</li> </ul>
<b>“Renumbering”</b>	<ul style="list-style-type: none"> <li>The number for existing courses <u>cannot</u> be changed.</li> <li>To create the same course with a different number, perform the following two steps: <ul style="list-style-type: none"> <li>a) delete the existing version of the course, and</li> <li>b) add a new version of the course, with different number. The newly-numbered course should preclude credit for the previous version of the course (no longer offered).</li> </ul> </li> </ul>
<b>Abeyance</b>	<ul style="list-style-type: none"> <li>Abeyance (putting into or bringing out of) is <b><u>no longer used</u></b>.</li> </ul>
<b>Modify course title</b>	<ul style="list-style-type: none"> <li>Course titles may be modified, as long as the course description, subject, etc. is for the same course.</li> <li>Course titles should not be changed to effect the creation of an entirely new course (i.e. recycling an old course to make a new course)</li> <li>There is no word or character limit for course titles (within reason) however after 30 characters, Courseleaf will prompt the user to add a second shorter title for Banner purposes (which would not be published in Calendar).</li> </ul>
<b>Credit value</b>	<ul style="list-style-type: none"> <li>The credit value for existing courses cannot be changed.</li> <li>To create the same course with a different weight, perform the following two steps: <ul style="list-style-type: none"> <li>a) delete the existing version of the course, and</li> <li>b) add the new version of the course, with different credit weight <u>and new number</u>. The newly-weighted course should preclude credit for the previous version of the course (no longer offered).</li> </ul> </li> </ul>
<b>Prerequisite statement</b> (modify or add or	<ul style="list-style-type: none"> <li>Modification to prerequisite statement may include adding new courses, deleting courses, adding requirement for a year standing, program enrolment, minimum grade in a prerequisite course(s), etc.</li> </ul>

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delete prerequisite statement)	<ul style="list-style-type: none"> <li>• Courses no longer offered are not carried forward in prerequisite statements and should be removed (they can continue to be listed in Banner).</li> <li>• Changes in prerequisites that affect or involve sister units require documented sister-unit consultation.</li> </ul>
<b>“Co-requisites”</b>	<ul style="list-style-type: none"> <li>• Co-requisites are <u>not</u> used at Carleton, however the statement “may be taken concurrently” may be used, if desired.</li> </ul>
<b>Cross-listed courses</b>	<ul style="list-style-type: none"> <li>• One course may be offered with two different numbers under different subjects. It is the same course. Students are sitting in same classroom, same instructor, same learning outcomes.</li> <li>• Title and description should be identical.</li> <li>• Cross-listed courses are at the same level (i.e. undergraduate:undergraduate or graduate:graduate)</li> <li>• Changes in cross-listings that affect sister units require documented sister-unit notification and consultation.</li> <li>• Appears in Calendar as “Also listed as ABCD 1234.”</li> </ul>
<b>“Piggy-backed” courses</b>	<ul style="list-style-type: none"> <li>• Similar to cross-listed courses, but spanning across graduate and undergraduate</li> <li>• Students in same classroom, same instructor, but the work will be different for graduate and undergraduate.</li> <li>• Units must declare annually, in both their graduate and undergraduate submissions which courses will be piggybacked.</li> <li>• The course descriptions must be identical.</li> <li>• In the graduate submission, units must indicate how course requirements will differ for graduate students.</li> <li>• Changes or additions or deletions to piggyback statements that affect sister units require documented sister-unit notification and consultation</li> <li>• Note that the respective undergraduate <b>AND</b> graduate faculty boards must approve all piggyback notations.</li> <li>• Appears in Calendars as “Also offered at the graduate level, with different requirements, as ABCD 5678, for which additional credit is precluded”. (or undergraduate, as the case may be)</li> </ul>
<b>Preclusionary statement</b>	<ul style="list-style-type: none"> <li>• Add new preclusion statement</li> <li>• Modify or delete existing preclusion statement</li> <li>• A precluded course is NOT the same thing as a cross-listed, identical course. Courses that preclude each other are different courses, but with sufficient content in common that credit cannot be granted for both.</li> <li>• Preclusions are reciprocated. The statement must appear in both courses. If precluding courses from other academic units/disciplines, those units must agree to and list the preclusion in their own corresponding course at the same time.</li> <li>• Appears in Calendar as “Precludes additional credit for ABCD 1001.”</li> </ul>
<b>Class format</b>	<ul style="list-style-type: none"> <li>• Any change to the class format statement including number of hours or method of delivery (web/online, for example) constitutes a formal curricular change with all the necessary approvals.</li> </ul>

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	<ul style="list-style-type: none"><li>• All courses listed in the Undergraduate calendar must include a class format statement.</li><li>• Appears in Calendar as (for example) “Lecture two hours a week, laboratory one hour a week.”</li></ul>
<b>Special topics</b>	<ul style="list-style-type: none"><li>• Topics included in curricular submission by the regular deadlines will be included in the Calendar.</li><li>• Consult Appendix 5 for guidelines concerning the inputting of Special Topics courses (graduate and undergraduate) as they relate to Banner and the transcript.</li></ul>
<b>Lists of courses</b>	<ul style="list-style-type: none"><li>• Modifications to lists of courses (course categories, lists of acceptable electives to satisfy program elements, etc.) require approval, and, where courses from other units are impacted, documented sister-unit consultation.</li></ul>