

# Calendar Changes that are not Minor Modifications\*

## **Collateral Modifications**

Major or minor modifications that must be implemented as a consequence of the approval of other modifications. SCCASP will receive the collateral calendar change for information and will receive the calendar language for approval.

## **Class Format**

Add class format (where there was none)  
Revise existing class format (method of delivery)

## **Course Code (alpha/numeric)**

Introduce new course code (alpha prefix)  
Revise course code (alpha prefix)  
Add University of Ottawa course code  
Revise University of Ottawa course code  
Delete University of Ottawa course code

## **Preclusion**

Add 'no longer offered' course/clause to preclusionary statement

## **Special Topic**

Add special/selected topic  
Revise special/selected topic  
Repeat special/selected topic  
Delete special/selected topic

## **Also Listed As**

Revise also listed as statement (undergrad/undergrad or grad/grad)  
Delete also listed as statement (undergrad/undergrad or grad/grad)

## **Editorial**

Correction, punctuation, spelling, etc.

***These calendar changes must be entered into the Minor Modifications workflow in Courseleaf. However, once approved in Courseleaf by the Chair or Director of the relevant academic unit or program they are no longer subject to the remaining approval steps for Minor Modifications (with the exception of collateral modifications as noted above). As the items listed above are no longer Minor Modifications, they are not subject to the Senate Late Modifications Policy.***

\*In cases where it is not clear whether a change is a minor modification or simple a change in calendar language, the Calendar Editor will consult with the Vice-Provost and the Clerk of Senate