

## **Toronto School of Theology Course Approval Request**

## **Change to Existing Course**

Instructions:

Changes to a course is considered a minor modification under the UTQAP Process. This form is to be used for changes in **existing active** courses only. The information on this for will be used in the course approval process, ROSI set-up and for the on-line course listing. The form **MUST** be completed using the fillable PDF function. Drop-down menus give current options and free-from options have character limitations relating to the use of the information. Please do not use all uppercase characters when completing the form. An up-dated/revised syllabus **MUST** be attached for all requests. Requests cannot be retroactive.

## **REQUEST:**

·							
The session the Change/Re-Activation is to be effect from :							
<ul> <li>□ Change/Addition in Level (e.g. 3000 → 6000)</li> <li>□ Change/Addition in Delivery Mode (e.g. classroom → Online)</li> <li>□ Major Syllabus Change ≥ 20% (e.g. significant change in methods of evaluation or bibliography)</li> <li>□ Change in contact hours (e.g. 2 hours per week 3 hours per week)</li> </ul>	<ul> <li>□ Change in Learning Outcomes</li> <li>□ Change of Title</li> <li>□ Change/Addition / Deletion of Pre-requisites</li> <li>□ Change in Weight (e.g. H → Y)</li> <li>□ Cross-Listing</li> <li>□ Change in Course Description</li> </ul>						
Existing Course Calendar Title:							
Is this course currently cross-listed? ☐ No ☐ Yes:							
·	ırrently an on-line course? □ No □ Yes						
	ourse currently 3000/6000?						
DETAILS OF REQUEST:							
New Level: ☐ Change ☐ Addition Change in Contact H	Hours: ☐ Change ☐ Addition New Hours:						
Delivery Mode: ☐ Change ☐ Addition Change in Weight:	☐ Change ☐ Addition New Weight:						
Cross Listing to:							
New Course Calendar Title: (colons and slashes cannot be used)							
Change in Pre-requisites: ☐ Change ☐ Addition ☐ Deletion (Give details of what has changed, to be added or deleted, include course code if applicable)							
RATIONALE AND ACADEMIC RELEVANCE:							
Please provide the rationale and academic relevance for the re-activation	on and/or change in this course:						
Please indicate any overlap of this course content with current courses of	offered by your college and/or other TST Colleges:						

PDATE OF INFORMATION:						
	ription: NOTE: This must be in nethods or means of evaluation			en 100-300 words. It shou	ld match that of the o	course syllabus and
Teaching Methods:	☐ Lectures	☐ Ser	ninar	☐ Workshop	☐ Tutorial	☐ Practicum
	☐ Webinar	□ Rea	adings	☐ Other:		
Means of Evaluation:	☐ Class Participation	☐ Ref	flection Paper	☐ Research Paper	☐ Quizzes	☐ Book Review
	<b>—</b>	□ ch/				
=	☐ Summative Paper  Please list here any informatio specific degree program or mee	n relating			cific degree or profes	sional designation, e.g
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Existing Course Calendar Title:						
	dicate any additional relating to students enro ired, additional steps for enrolment etc.	olling in the course such as limited to a	a specific group of student (by college or			
Additional Notes: Please inconsections.	dicate any additional teaching methods or eva	aluation methods not covered above o	or other information not included in other			
TUITION COMPLIANCE:						
Are field trips and/or placer	ments on part of this course?	□ No □ Yes If yes ple	ease answer the following:			
What is the anticipated cost it is anticipated that funding will be	t? (The amount should be the total cost and se provided.)	should be indicated even if \$				
What is covered by this amo	ount? e.g. travel by public transit, accommo	dation, admission fee to museums, et	C.			
Has this cost been included (If you do not know, please contact	in the annual ancillary and incidenta tyour college registrar)	al fee approval process?	□ No □ Yes			
SIGNATURES:						
Instructor's Signature:	Date:					
College Signature:	Date:					
CURRICULUM COMMIT	TEE NOTES:					
Comments on reasons for deferral  Missing Information:  Outcomes Not Measura  Issue(s) with course eva  Other:	ble/Demonstrable					
APPROVALS:						
1000, 2000 & 3000 Levels: Approved / Declined	Curriculum Committee Signature:		Date:			
5000 & 6000 levels: Approved / Declined	Curriculum Committee Signature:		Date:			
TST OFFICE USE:						
Date Received from College: Faculty Approval Required: Date of Curriculum Committee Meeting Ancillary & Incidental Fees Approved	Yes / No Yes / No	Deferral Deadline:  Date of Course Code Request:  Date of Web-Posting:  REB Approval Required:  Yes	es / No			