![University of Victoria logo] **University of Victoria**

Calendar Submissions

University Policy No: AC1120
Classification: Academic and Students
Approving Authority: Senate
Effective Date: December 2019
Supersedes: May 2018
Last Editorial Change: March 21, 2023
Mandated Review: May 2025

Associated Procedures: [Procedures on Curriculum Submissions](#)

_____

Purpose

1.00   The University Calendar includes information for undergraduate and graduate students about relevant university policies and procedures, academic policies and regulations, university fees, courses and programs of study. The purpose of this policy is to outline requirements for publishing the University Calendar and the approval mechanism for changes to the University Calendar.

Scope

2.00   This policy applies to the information published in the University Calendar.

Definitions

For the purposes of this policy:

3.00   **Curriculum Submission** is defined in the Procedures on Curriculum Submissions.

4.00   **Registrar** means the university's Registrar, not the University Secretary, who is the registrar under the _University Act_.

5.00   **University Calendar** includes the undergraduate and graduate calendars.

Policy

Authority

6.00   Under the _University Act_, responsibility for academic governance is vested in the Senate.

6.01   Under section 37(1)(n) of the _University Act_, Senate has the power to provide for the preparation and publication of the University Calendar.

6.02   Under sections 37 and 40(d) of the _University Act_, Senate has the authority to approve submissions from faculties to make changes to the curriculum.

Content

7.00   The University Calendar will include, but is not limited to:

7.01   general university academic policies and regulations approved by Senate on recommendation of the appropriate Senate Committee;

7.02   faculty or division specific academic policies and regulations approved by the faculties or divisions and/or Senate, as appropriate;

7.03   Curriculum Submissions approved by Senate on recommendation of the Senate Committee on Curriculum and the faculties or divisions in accordance with the Procedures on Curriculum Submissions;

7.04   general information for students on matters within the purview of Senate, approved by Senate;

7.05   general information for students approved by the Registrar;

7.06   information about relevant university policies and procedures approved by the appropriate authority;

7.07   fees approved by the Board of Governors or delegate; and

7.08   academic year important dates approved by Senate.

8.00   The University Secretary may provide direction about which calendar matters listed in section 7.00 require Senate approval and which matters may be approved by the Registrar or other authority.

9.00   The Registrar may make editorial changes to the University Calendar.

Responsibility to Publish
10.00   The Registrar, under the authority of the Senate, publishes the official version of the University Calendar three times annually, effective May 1, September 1 and January 1.

11.00   The Registrar will take reasonable steps to ensure accuracy of the University Calendar and will archive the University Calendar.

12.00   The current version of the University Calendar will be published on the university website.

Authorities And Officers
i) Approving Authority – Senate
ii) Designated Executive Officer – University Secretary
iii) Procedural Authority – Senate
iv) Procedural Officer - Registrar

Relevant Legislation
University Act

Related Policies And Documents

University Calendar

University of Victoria

Procedures on Curriculum Submissions

Procedural Authority: Senate
Procedural Officer: Registrar

Effective Date: May 2018
Supersedes: May 2014
Last Editorial Change: March 21, 2023

Parent Policy: Policy on Calendar Submissions (AC1120)

_____

Purpose

1.00   The Curriculum Submission process must provide appropriate and timely review, consultation and approval to ensure new and revised curriculum is consistent with University policy, accurate, and understandable. In order to achieve these goals, the Procedures in this document must be followed in both process and form for all Curriculum Submissions.

Definitions
For the purposes of these procedures:

2.00   **Curriculum** means all for-credit academic programs and courses offered by the University, as described in the University Calendar.

3.00   **Curriculum Submission** includes the following proposed changes to curriculum: **program changes**: changes to the descriptions and requirements of academic programs (see ss. 45.00 and 47.00); and **course changes**: changes to individual courses, including new courses and course deletions (see s. 48.00).

4.00   **Unit** means the department, school, program, or Faculty responsible for offering a program or course.

5.00   **Faculty** means the Faculties and includes the Division of Medical Sciences.

Authority
Units

6.00   Units are responsible for preparing Curriculum Submissions and for submitting them to the appropriate committee for review.

Faculty Curriculum Committees

7.00   Each Faculty other than the Faculty of Graduate Studies will establish a Faculty Curriculum Committee, but may decide whether to have one committee responsible for undergraduate and graduate Curriculum Submissions or to have separate undergraduate and graduate committees.

7.01   Normally, Faculty Curriculum Committees will include faculty members representing each of the Units within the Faculty as voting members, and representatives from the Office of the Registrar (Undergraduate Records or Graduate Admissions and Records, as appropriate), the Faculty's advising office, and the Library as non-voting members.

8.00   Faculty Curriculum Committees have the responsibility to review Curriculum Submissions from Units, and the authority to approve Curriculum Submissions for recommendation to their Faculties.

8.01   Faculty Curriculum Committees may revise program and course descriptions to ensure they conform to these procedures and other University policies.

8.02   Faculty Curriculum Committees must not recommend for approval any Curriculum Submission until satisfied that appropriate consultations have taken place.

Faculties

9.00   Faculties have the responsibility to review Curriculum Submissions recommended by Faculty Curriculum Committees for consistency with Faculty and University policies and strategic goals; and the authority to approve Curriculum Submissions for recommendation to the Senate Committee on Curriculum.

10.00   Graduate Curriculum Submissions will be approved by both the line faculty and the Faculty of Graduate Studies.

Senate Committee on Curriculum

11.00   The Senate Committee on Curriculum has the responsibility to review Curriculum Submissions in accordance with its terms of reference, and the authority to approve Curriculum Submissions for recommendation to Senate.

11.01   The Senate Committee on Curriculum may request revisions to Curriculum Submissions by Faculties in order to comply with University policies, the University Calendar or editorial requirements set out in these procedures.

11.02   In cases where requested revisions require consultation between Faculties, the Senate Committee on Curriculum has the authority to approve, reject or modify Curriculum Submissions in cases where the Faculties cannot agree on revisions.

Senate Committee on Planning

12.00   Proposals involving the following program-related changes must be approved by the Senate Committee on Planning:

- New undergraduate and graduate programs and degrees, including minor programs and general degrees
- New certificates, professional certificates and diplomas (undergraduate and graduate)
- Double or dual degree programs (including programs involving existing degrees)

- Programs involving partnerships or agreements with other institutions
- Changes to a program degree or title
- Significant changes to program focus, content, structure or requirements (e.g., moving from a project-based to a course-based masters)
- Any other changes referred by the Senate Committee on Curriculum for the Senate Committee on Planning's decision

12.01 In cases of uncertainty the Associate Vice-President Academic Programs will determine which proposals require submission to the Senate Committee on Planning.

13.00 Curriculum Submissions accompanying proposals requiring approval by the Senate Committee on Planning may be submitted concurrent with, or subsequent to, these proposals. Approval of Curriculum Submissions for new or changed programs not yet approved by the Senate Committee on Planning is contingent upon approval of the proposal by the Senate Committee on Planning, Senate, the Board of Governors, and the Provincial Ministry, as required.

Other Senate Committees

14.00 Proposals and Curriculum Submissions submitted to the Senate Committee on Curriculum may also require approval by other Senate committees:

14.01 Changes to academic standards must be approved by the Senate Committee on Academic Standards.

14.02 Changes to regulations for admission, re-registration or transfer must be approved by the Senate Committee on Admission, Re-registration and Transfer.

14.03 In case of uncertainty about which Senate committee should review a proposed change, the University Secretary may provide direction.

14.04 Proposals requiring approval by other Senate committees will be referred to those committees as appropriate.

Senate

15.00 Senate has the authority to approve Curriculum Submissions, and normally does so upon recommendation of the Senate Committee on Curriculum.

Administrative Offices

16.00 The Office of the Registrar may make editorial and formatting changes to Curriculum Submissions, under the direction of the Senate Committee on Curriculum.

Processes For Curriculum Submissions

Curriculum Approval Cycles

17.00 Changes to Curriculum will be considered and approved by the Senate Committee on Curriculum and Senate three times per year, with approved Curriculum changes taking

effect in accordance with Section 35.00 of these procedures. The dates and time frames associated with Cycle 1, Cycle 2 and Cycle 3 are given in Appendix A.

18.00 Units may choose to submit curriculum changes at any or all of the cycles. Proposed curriculum changes that miss the entry point for one cycle can be submitted into a subsequent cycle, and changes that require revision or further consultation may be resubmitted into a subsequent cycle.

Restrictions on Submissions to Curriculum Change Cycles
19.00 New courses and programs can be initiated for any of the three cycles. Other types of Curriculum changes may only be submitted during certain cycles:

- Changes to regulations regarding academic standing, progression, discipline, and deadlines must be submitted in Cycle 1 or Cycle 2, but not Cycle 3, to avoid changes in these regulations occurring in the middle of Winter Session.
- Changes in program titles must be introduced in Cycles 1 or 2 to avoid problems with transcripts.
- Changes to program admission requirements must be made in Cycles 1 or 2, with the exception of programs that have a January intake comparable to that in May and September.
- Units considering curriculum changes that involve many courses (e.g., global changes in departmental course abbreviations) should consult with the Office of the Registrar in order to ensure full consideration with respect to timetabling and room booking requirements.

19.01 In a case where a Curriculum Submission is approved by Senate but cannot be implemented on the date at which Curriculum Submissions for that cycle are normally implemented, the Curriculum Submission will be held by the Office of the Registrar until implementation is possible. The relevant Unit will be notified regarding the implementation date.

Preparation of Curriculum Submissions.
20.00 Units will prepare Curriculum Submissions in two files:

- One file containing program changes, using the appropriate forms and beginning with a summary page or pages listing changes using categories defined below, in the order in which the changes will appear in the University Calendar;
- One file containing course changes, using the appropriate forms and beginning with a summary page or pages listing changes using categories defined below, in the order in which the changes will appear in the University Calendar.

21.00 Templates for Program Change Forms, Course Change Forms, and summary forms for both types are available from the Office of the Registrar.

22.00 The Faculty of Graduate Studies is responsible for necessary changes to the FGS section of the Graduate Calendar arising from changes to curriculum.

Progression of Approvals

23.00   Curriculum Submissions normally originate at the Unit level.

24.00   Units must notify and consult with the University Libraries, Co-op and Career Services, and other potentially affected Units that may have an interest in, or be affected by a proposed curriculum change, as outlined in Sections 36.00 – 42.00, Consultation in Preparation of Submissions.

25.00   Units will submit Curriculum Submissions to their Faculty's Curriculum Committee(s) for approval and recommendation to the Faculty.

   25.01   Faculty Curriculum Committee Chairs must make available to the Associate Registrar, the Manager Curriculum and Calendar, and as applicable the Director of Graduate Admissions and Records and the Faculty of Graduate Studies associate deans, the curriculum submissions at the same time they are made available to the Faculty Curriculum Committees and inform them of the Committee meeting dates.

   25.02   Faculty Curriculum Committees must not recommend for approval any Curriculum Submission until satisfied that appropriate consultations have taken place.

26.00   After review by a Faculty Curriculum Committee, Curriculum Submissions will be forwarded to the Office of the Registrar, Curriculum and Calendar Office, to be made available online at least one week before the Faculty meeting at which the Curriculum Submissions will be approved, for review by other Units and relevant university officials including, but not limited to: Deans, Chairs of Faculty Curriculum Committees, other members of the Senate Committee on Curriculum, Associate Deans, Chairs of Departments, Directors of Schools and interdisciplinary academic programs, the Executive Director and program managers in Coop and Career Services, and the Associate University Librarian and subject librarians.

   26.01   The Curriculum and Calendar Office will notify the Deans, members of the Senate Committee on Curriculum, and the Associate University Librarian that the Curriculum Submissions are available for review and of the date of the Faculty meeting at which the Curriculum Submissions are to be considered.

27.00   Graduate Curriculum Submissions will be submitted by the line-Faculty Curriculum Committee to both the line Faculty and the Faculty of Graduate Studies for approval.

   27.01   The line-Faculty Curriculum Committee will submit its approved undergraduate and graduate curriculum submissions to the line Faculty for approval according to s. 26.00

   27.02   The line-Faculty Curriculum Committee will submit its approved graduate curriculum submissions to the Faculty of Graduate Studies for approval by forwarding them to the Office of the Registrar, Curriculum and Calendar Office, to be made available online at least one week before the Faculty of Graduate Studies

Executive Committee meeting at which the Curriculum Submissions will be considered.

28.00 Curriculum Submissions approved by a Faculty must be submitted by the Faculty to the Office of the Registrar by the following dates: Cycle 1, third Friday in November; Cycle 2, third Friday in February; Cycle 3, third Friday in July.

29.00 After approval at the Faculty level, Curriculum Submissions are considered by the Senate Committee on Curriculum for review and recommendation to Senate according to the following schedule: Cycle 1, early December; Cycle 2, early March; Cycle 3, mid-August.

30.00 The Senate Committee on Curriculum may require revisions to Curriculum Submissions before recommending them to Senate for approval. All such revisions must be completed no later than the following dates: Cycle 1, the third Friday in December; Cycle 2, the third Friday in March; Cycle 3, the fourth Friday in August.

Cross-Faculty Interdisciplinary Program Curriculum Submissions
31.00 The Director of the Office of Interdisciplinary Academic Programs, in consultation with each interdisciplinary program overseen by that office, will identify one Faculty as the "lead Faculty" for Curriculum Submissions for that program.

32.00 Curriculum Submissions for cross-faculty interdisciplinary programs must be submitted to the lead Faculty's Curriculum Committee for review and recommendation to its Faculty for approval, and to the Chairs of the Faculty Curriculum Committees of the other participating Faculties.

33.00 The Chairs of Faculty Curriculum Committees other than that of the lead Faculty will determine whether proposed changes are of such a nature to require review and approval by that Faculty as well as by the lead Faculty.

34.00 Curriculum Submissions from cross-Faculty interdisciplinary programs must be submitted to the chairs of Faculty Curriculum Committees for all participating Faculties by the following dates: Cycle 1, September 15; Cycle 2, December 15; Cycle 3, March 30.

Effective Dates of Approved Curriculum Submissions
35.00 Upon Senate approval, Curriculum Submissions will be incorporated into the University Calendar as per the following timeline and will be considered effective on that date.

35.01 Cycle 1 changes, submitted to the December meetings of the Senate Committee on Curriculum and approved at the February Senate meeting: normally published in February, effective May 1.

35.02 Cycle 2 changes, submitted to the March meetings of the Senate Committee on Curriculum and approved at the May Senate Meeting: normally published in May, effective September 1.

35.03 Cycle 3 changes, submitted to the August meetings of the Senate Committee on Curriculum and approved at the October Senate meeting: normally published in November, effective January 1.

Consultation

Consultation in Preparation of Submissions

36.00 A Unit proposing a Curriculum Submission that other Units may have an interest in, or be affected by, must consult and notify those Units regarding the proposed Curriculum Submission prior to its submission to their Faculty Curriculum Committee.

36.01 The Unit proposing the change is responsible for:

a. identifying other Units that need to be consulted;

b. providing information about the proposed Curriculum Submission to the Chair, Director, or Dean responsible for those other Units; and

c. providing evidence of consultation to the Faculty and the Senate Committee on Curriculum.

37.00 A Unit making a Curriculum Submission in any of the following categories must carry out consultation in accordance with these procedures:

37.01 Cross-listed courses (undergraduate-undergraduate; graduate-graduate): A Unit offering a course that is formally cross-listed in the University Calendar must consult with the other Unit(s) prior to the submission to its Faculty Curriculum Committee of any proposed changes to the course. This consultation must ensure that the University Calendar entries are identical (except for the order in which prerequisites, co-requisites and MX courses are listed); this requires concurrent curriculum submissions from all units involved.

37.02 Joint undergraduate-graduate courses (separate course numbers): A Unit offering a course that is formally a joint undergraduate-graduate offering within its own programs must ensure that the University Calendar entries are identical in title, though the descriptions may vary due to the distinction between the two levels of offering; this requires concurrent curriculum submissions from the Unit.

A Unit offering a course that is formally a joint undergraduate-graduate offering with another Unit in the University Calendar must consult with the other Unit prior to the submission to its Faculty Curriculum Committee of any proposed changes to the course. This consultation must ensure that the University Calendar entries are identical in title, though the descriptions may vary due to the distinction between the two levels of offering; this requires concurrent curriculum submission from all Units involved.

37.03 Courses used in other programs: A Unit offering a course listed as part of another Unit's program requirements must consult with the other Unit(s) prior to

the submission to their Faculty Curriculum Committee of any proposed changes to the course.

37.04 Courses on topics in which other Units offer courses: A Unit proposing a new course, or a substantial change in content of an existing course, in an area in which another Unit(s) offers courses must consult with the other Unit(s) prior to submission to its Faculty Curriculum Committee. The purpose of this consultation is to ensure Units are aware of others' offerings, to ensure respect for the disciplinary scope of different programs, to avoid unnecessary duplication, and to ensure courses are listed as "mutually exclusive" where the overlap in course content is substantial. A Unit proposing a new course or courses does not have automatic authority to offer a course in an area in which another Unit is already offering courses, nor does a Unit already offering courses in an area have automatic authority to prevent other Units from proposing a course or courses in that area. In all such cases, appropriate consultation is required (see also section 38.00).

37.05 Units should consult with other Units that have any other kind of interest in a proposed course or revisions to course content not included on the list in this section.

37.06 A Unit preparing graduate curriculum submissions is advised to consult with the Dean's Office in the Faculty of Graduate Studies before submitting its graduate Curriculum Submission to the Unit's Faculty Curriculum Committee, to ensure the same version is approved by both faculties.

38.00 Where a Unit has engaged in required consultation in a timely manner in accordance with these Procedures and has received no reply, the Senate Committee on Curriculum will assume that the consulted Unit(s) has no issue with the submission.

39.00 In the case in which consultation does not resolve an issue between Units in the same Faculty, the Faculty Curriculum Committee will decide whether or not a Curriculum Submission will be approved for recommendation to the Faculty.

40.00 In the case in which a Faculty approves a Curriculum Submission that includes an issue that has not been resolved between Units in different Faculties or between a Unit and the Faculty of Graduate Studies, the Senate Committee on Curriculum will seek advice and a recommendation from the Vice-President Academic and Provost before deciding whether or not to approve that Curriculum Submission for recommendation to Senate.

40.01 Units engaged in discussions regarding unresolved issues and the relevant Deans will meet with the Vice-President Academic and Provost, either upon agreement by the Deans or following direction from the Senate Committee on Curriculum. Units will also provide written documentation to the Vice-President Academic and Provost regarding the issue, which the Vice-President Academic and Provost will refer to in preparation of a recommendation to the Senate Committee on Curriculum.

40.02 All Curriculum Submissions associated with an unresolved issue will be deferred until a recommendation from the Vice-President Academic and Provost is presented to the Senate Committee on Curriculum.

41.00 Libraries: All course-change Curriculum Submissions must be reviewed by the library representative on a Faculty Curriculum Committee for an assessment of Library implications prior to the Faculty meeting at which the Curriculum Submissions are to be approved. Units are advised to consult with their library representatives prior to submitting changes to their Faculty Curriculum Committees, but evidence of this consultation is not required.

41.01 The library representative on a Faculty Curriculum Committee will communicate directly with any Unit proposing changes for which current holdings are inadequate. This information will be provided to the Faculty Curriculum Committee prior to its meeting at which the Curriculum Submissions are to be approved**.**

42.00 Co-operative Education Program and Career Services: Units must consult with Co-operative Education Program and Career Services on any program changes affecting co-op programs, and on any changes to courses in which Co-op and Career Services plays a role, before the Faculty meeting at which the changes are to be approved.

42.01 Co-operative Education Program and Career Services will consult with any academic Unit affected by changes it initiates to co-op programs (including work experience).

Rules for Preparation of Curriculum Submissions

General Rules

43.00 Program changes and Course changes must be separated into separate files using the appropriate forms. Each file will begin with a summary page or pages that list each change and the category of change it represents, using the categories defined in Sections 45.00 and 48.00. Individual changes should be organized in the order in which they would appear in a paper or pdf version of the University Calendar.

44.00 Curriculum change forms should show the existing entry on the left with a ~~stroke through~~ changes to be made; new entry on the right with <u>changes underlined</u>.

Program Changes

45.00 Program changes include:

    a. The creation, reinstatement, discontinuance, or change in name of a program or credential. A modification in program or credential that significantly changes that program or credential's focus, content, structure, or requirements. Any proposal in these categories must be submitted to the Senate Committee on Planning after Faculty approval, in accordance with deadlines established and published by that Committee.

b. The suspension of admission to, re-admission to, or declaration in programs. Any proposal in this category must be submitted to the Associate Vice-President Academic Programs after Faculty approval (see s. 47.00).

c. A change of the required courses for a program. Changes in this category must show evidence of consultation with the Associate Vice-President Academic Programs through the regular curriculum change consultation process.

d. A change in a listing of specific eligible or elective courses that can be used to meet a program or credential requirement.

e. A change in the description of a program or credential not involving any change in program or credential requirements.

f. Other: Any change not included under Section 45.00 as determined by the Chair of the Faculty Curriculum Committee, the Chair of the Senate Committee on Curriculum, or the Chair of the Senate Committee on Planning to be program-related.

46.00 The format, wording, and scope of program-related Curriculum Submissions must be consistent with the University's academic program policies and guidelines.

Suspension of admission to, re-admission to, or declaration in Programs

47.00 The determination to suspend admission to, re-admission to, or declaration in, a program is made by the Dean and Faculty in consultation with the Associate Vice-President Academic Programs (AVPAP). It is effected by the submission of a program change form and must include evidence of consultation with the AVPAP. The suspension is effective as of the effective date of the Calendar Cycle in which the change is approved, and can be publicized as soon as Senate approves the submissions for that Cycle. Suspension of admission to or declaration in a program is intended as a temporary measure and does not necessarily lead to discontinuance. Within two years of the effective date of the suspension, the Faculty must decide either to remove the suspension, or to discontinue the program through submission to both the Senate Committee on Planning and the Senate Committee on Curriculum (see s. 45.00 (a)). The Curriculum and Calendar Unit in the Office of the Registrar will provide units and Faculties with notice of the curriculum change Cycle in which this submission must be made.

Course Changes
48.00 Course changes include:

a. A new or reinstated course, or a change in a course code or number.

b. A change in course title or description

c. A change, addition, or deletion of a pre- or co-requisite or an enrolment restriction.

d. Deletion of a course.

e. Retention of a course that has not been offered for five years (See Section 49.00, Sunsetting of Courses).

f. Other course changes including, but not limited to:
- A change in a mutually-exclusive (MX) designation, sequence credit information, or a cross-listing;
- A change in course unit value, division of a year-long course, or merging of two one-term courses;
- A change in the number or distribution of course contact hours; and
- A change in grading structure.

Sunsetting of Courses

49.00 Courses listed but not offered for five consecutive years normally will be deleted from the University Calendar. A unit wishing to retain a course not offered for five years must provide a clear rationale to support its retention and commit to offering the course within two academic years. The Senate Committee on Curriculum has the authority to delete such courses from the Calendar if it is not satisfied with the rationale to retain them, as presented by the Faculty.

49.01 The Office of the Registrar will circulate annually a list of all courses due for sunsetting to Curriculum Committee chairs, the University Library, and the University Secretary. Units must include these courses in their Curriculum Submissions in Cycle 1, stating whether each course should be deleted or retained and the rationale for doing so. Normally, retention requires a commitment to offer the course within two calendar years. The Senate Committee on Curriculum may delete courses in the Cycle 2 immediately following the Cycle 1 in which retention is due if a Faculty fails to present a submission for retention.

Course Codes and Numbering

Course Codes e.g. BIOL, ECON, GNDR.

50.00 Use no more than four letters for the course code, and normally reference the Unit or program offering the course. Use three numbers for the course number plus a letter as appropriate. The first number indicates the year level:
- 001 to 099 level for university upgrading and some other non-standard courses
- 100 to 400 level for undergraduate courses
- 500 and 600 level for graduate courses
- 700 level for education professional year courses
- 800 level for graduate level co-op work terms

51.00 The use of A & B is appropriate for splitting a course (for example 100 becoming 100A and 100B).

52.00   When multiple topics are offered using an alphabetical sequence associated with the course number (e.g. 490A-D) each individual topic should be listed separately. Multiple topics should not be offered under a "phantom" course number such as 490 which is not an actual course.

Course numbers
53.00   Numbers can normally never be reused unless the course code is changed. Re-using course numbers would result in a duplicate being recorded on the student's academic record when no duplication exists.

Selecting new course numbers
54.00   A new course number must be selected for any new course. A new course number also should be selected when the changes to the content of an existing course are substantial enough that it is appropriate for a student to be able to get credit for both the original course and the revised course (i.e., that the original and revised course are not mutually exclusive). If the change in content is less substantial than this, the original course number should be retained.

5.00   The Curriculum and Calendar Office will post a report each year to ensure that new courses are never assigned numbers which have been used.

Former Course Numbers
56.00   Any time the number of an existing course is changed, the Calendar entry will include a note that the course was "Formerly [old course number]". The term "Formerly [old course number]" remains in place as part of the Calendar entry for 10 years after the change in course number. Since students cannot at any time repeat courses for credit unless specifically stated in the Calendar entry, the old and new course numbers are mutually exclusive and the course entry must include a mutually exclusive statement that is retained even after the "Formerly [old course number]" is deleted after 10 years. NOTE: The 10-year time frame does not apply to prerequisites; a former course number should be referenced as a prerequisite only for as long as the department deems it as beneficial to the student and the department.

Course Title and Description

Course Title
57.00   Course titles must accurately and concisely describe the content of the course using formal language suitable for inclusion on official student transcripts. The number of characters in the title, including spaces, normally should not exceed 30, and in no case can exceed 65.
Titles with between 31 and 65 characters (inclusive) must be accompanied by a condensed version of no more than 30 characters for display in contexts that cannot accommodate more characters. Promotional terms should be avoided, as should language likely to infringe copyrights and vocabulary (colloquialisms and jargon) which may be temporally and culturally limited. Descriptions such as "(in English)" should be enclosed in parentheses and added after the title. Course titles should not include the

instructional method (e.g., face to face, online) or the schedule type (e.g., lecture, seminar).

Course Description
58.00   Course descriptions must accurately and concisely describe the content of the course. Descriptions are limited to a maximum of 75 words, and shorter entries are encouraged. Phrases should be used rather than sentences. The general aim of the course and the main topics to be considered should be indicated. Promotional language should be avoided.

Sequence Credit
59.00   Sequence credit is defined as credit that is given if the courses are taken in one order only (e.g., Course B may be taken after course A, but A may not be taken after credit has been received for B; whereas if credit were never possible for both A and B, then A and B are mutually exclusive). Where credit can only be given when courses are taken in a specific order (sequence), this must be stated specifically in the note for the affected course(s).

Maximum Credit
60.00   Students cannot repeat any course for credit unless specifically stated in the University Calendar. Courses designed to allow offerings with variable content that may be repeated for credit must always include the statement "in different topics". Normally where repetition for credit is allowed, a maximum number of units is provided. Once a student has reached any maximum credit limit (whether specifically designated, or by default one enrolment) the student's next registration in the course will appear on the record automatically as Duplicate, with no credit awarded.

Unit Value
61.00   Units may be assigned only in multiples of 0.5 except in the case of a 0.75 unit course. Courses that can be offered with variable units must list the range of possible units.

Contact Hours
62.00   Contact hours for courses offered in a conventional face-to-face format must be listed, including the number of hours per week for lecture, required laboratory sessions, and required tutorial sessions. Contact hours normally are not listed for online-only courses unless students are required to participate in regularly scheduled online sessions at specific times. In this context, "lecture" refers to any regularly scheduled classroom contact time with the main instructor (or instructors, in team-taught courses), not the pedagogical design of the course. Laboratory or tutorial sessions held within lecture sessions are not listed separately. Normally a one-term 1.5 unit course has three hours of lecture weekly. Contact hours per week are listed in the following format:

# of lecture hours per week - # of laboratory hours per week (0 if none) - # of tutorial hours per week (0 if none)

Graduate course entries do not normally include contact hours.

Mutually-Exclusive (MX) Designation

63.00 Mutually-exclusive courses are courses for which there is sufficient overlap in content or core course concepts that students may not gain credit for more than one offering of the courses in question. An MX course note must be entered in each course description where a mutually-exclusive course association exists due to course content overlap, to identify clearly for students situations where course overlap will result in credit not being granted for the second course taken.

64.00 An MX course note is always applied when a course is renumbered to ensure a student cannot get credit for the same course under the previous and new course numbers. The existence of a 'Formerly' reference in the course heading does not replace the requirement for an MX Note. MX entries remain permanently even when the course is no longer offered. When a course is deleted, its Mutually Exclusive (MX) designations in other courses are never removed.

65.00 Cross-listed courses (undergraduate-undergraduate; graduate-graduate) must always have an MX note and indicate the companion course ('Also').

Joint undergraduate-graduate courses (separate course numbers) must provide an 'Also' and an MX note indication if the two courses are always offered together, and if not, then it must be noted in each that the course "May be offered as a joint undergraduate and graduate class," and must provide an MX note if students are always unable to take both courses for credit.

66.00 Faculty Curriculum Committees are responsible for determining when the MX designation should be applied to courses in cases where all the courses in question are offered by Units within that Faculty, subject to approval by the Senate Curriculum Committee and Senate.

67.00 The Senate Curriculum Committee is responsible for determining when the MX designation should be applied to courses in cases where the courses in question are offered by more than one Faculty, subject to approval by Senate.

68.00 If an MX refers to courses offered by more than one Unit (either within or across Faculties), the Units must coordinate their MX Calendar entries. Where mutually exclusive entries are added, changed, or deleted and a course from another Unit is referenced in the MX note, the other Unit(s) must be consulted to co-ordinate the change for the same session. The other Unit(s) must include the appropriate addition or change in their course description and curriculum submission.

Prerequisites, Corequisites, and Enrolment Restrictions

69.00 A **course prerequisite** is another course for which a student must have credit before being permitted to register in the course in question. A student registered in a prerequisite course for one term will be assumed to have met that prerequisite for a course in a later term of that session; if the student subsequently does not get credit for the prerequisite course, they will be deregistered from the course for which that course is a prerequisite.

69.01   A course may have more than one prerequisite. A prerequisite statement may also specify the grade or score a student must have achieved in the prerequisite course before being permitted to register in the course in question.

70.00   A **course co-requisite** is another course that must be taken in the same term as the course in question. A course may have more than one co-requisite.

71.00   Another course that must be taken either before, or in the same term as, the course in question will be listed as "prerequisite or co-requisite".

72.00   An **enrolment restriction** is an element of a student's program which determines whether a student will be permitted to register in a particular course. Any enrolment restriction to a course must be specified in the course note. Enrolment restrictions may be based on any or all of the following elements: Faculty, major, year of standing, degree, and/or program. Enrolment restrictions can be applied to all sections of a course or different restrictions can be applied to different sections.

72.01   The University of Victoria's registration system does not permit Units to require a student to meet *either* an enrolment restriction *or* have credit for a prerequisite. Similarly, it is not possible to specify that a student meet *either* one type of enrolment restriction *or* another type of enrolment restriction.

Grading Method
73.00   Calendar entries for courses where the standard University percentage and letter grades are used do not need any reference to grading method.

74.00   Calendar entries for courses where a non-standard grading method is used must specify this using the appropriate combination of the following categories specified in the Calendar: INC, COM, N, F, INP.

Appendix A
Curriculum Submission Timeline and Key System Dates

	Action	Timeframe/Key Dates
Cycle 1	Unit level curriculum planning	Summer
	Engage in Consultation	Prior to consideration by Faculty Curriculum Committee
	Submit Cross-Faculty Interdisciplinary Program Curriculum Submissions to chair of Faculty Curriculum Committee	September 15
	Submit Curriculum Submissions to Faculty Curriculum Committee(s)	
	Faculty Curriculum Committee meeting(s)	At least two weeks before Faculty meeting at which submission will be approved
	Forward to the Curriculum and Calendar Office the graduate Curriculum Submissions recommended for approval, to be posted for approval by the Faculty of Graduate Studies Executive Committee	At least one week before Faculty of Graduate Studies Executive Committee meeting
	Forward to the Curriculum and Calendar Office all Curriculum Submissions recommended for approval, to be posted for approval by the line-Faculty and for university-wide review	At least one week before the line-Faculty meeting
	Curriculum Submissions and date of Faculty meeting posted online by OREG for information and review	At least one week before Faculty meeting
	Line Faculty and Faculty of Graduate Studies Approval	No later than second week of November
	Forward Final Docket of Curriculum Submissions, including changes approved at Faculty meeting, to OREG	Third Friday in November
	Senate Committee on Curriculum Meeting	Early December
	SCC-requested revisions completed and returned to OREG	Third Friday in December
	Senate meeting	First Friday in February

	Calendar proofs circulated for review	January
	Curriculum Submissions published in University Calendar	Published February, effective May 1
	Action	**Timeframe/Key Dates**
Cycle 2	Unit level curriculum planning	Fall
	Engage in Consultation	Prior to consideration by Faculty Curriculum Committee
	Submit Cross-Faculty Interdisciplinary Program curriculum Submissions to chair of Faculty Curriculum Committee	December 15
	Submit Curriculum Submissions to Faculty Curriculum Committee(s)	
	Faculty Curriculum Committee meeting(s)	At least two weeks before Faculty meeting at which submission will be approved
	Forward to the Curriculum and Calendar Office the graduate Curriculum Submissions recommended for approval, to be posted for approval by the Faculty of Graduate Studies Executive Committee	At least one week before Faculty of Graduate Studies Executive Committee meeting
	Forward to the Curriculum and Calendar Office all Curriculum Submissions recommended for approval, to be posted for approval by the line-Faculty and for university-wide review	At least one week before the line-Faculty meeting
	Curriculum Submissions and date of Faculty meeting posted online by OREG for information and review	At least one week before Faculty meeting
	Line Faculty and Faculty of Graduate Studies Approval	No later than second week of February
	Forward Final Docket of Curriculum Submissions, including changes approved at Faculty meeting, to OREG	Third Friday in February
	Senate Committee on Curriculum Meeting	Early March
	SCC-requested revisions completed and returned to OREG	Third Friday in March

	Senate meeting	First Friday in May
	Calendar proofs circulated for review	April
	Curriculum Submissions published in University Calendar	Published May, effective September 1
	Action	**Timeframe/Key Dates**
Cycle 3	Unit level curriculum planning	Spring
	Engage in Consultation	Prior to consideration by Faculty Curriculum Committee
	Submit Cross-Faculty Interdisciplinary Program curriculum Submissions to chair of Faculty Curriculum Committee	March 15
	Submit Curriculum Submissions to Faculty Curriculum Committee(s)	
	Faculty Curriculum Committee meeting(s)	At least two weeks before Faculty meeting at which submission will be approved
	Forward to the Curriculum and Calendar Office the graduate Curriculum Submissions recommended for approval, to be posted for approval by the Faculty of Graduate Studies Executive Committee	At least one week before Faculty of Graduate Studies Executive Committee meeting
	Forward to the Curriculum and Calendar Office all Curriculum Submissions recommended for approval, to be posted for approval by the line-Faculty and for university-wide review	At least one week before the line-Faculty meeting
	Curriculum Submissions and date of Faculty meeting posted online by OREG for information and review	At least one week before Faculty meeting
	Line Faculty and Faculty of Graduate Studies Approval	No later than second week of July
	Forward Final Docket of Curriculum Submissions, including changes approved at Faculty meeting, to OREG	Third Friday in July
	Senate Committee on Curriculum Meeting	Mid-August

SCC-requested revisions completed and returned to OREG	Fourth Friday in August
Senate meeting	First Friday in October
Calendar proofs circulated for review	October
Curriculum Submissions published in University Calendar	Published November, effective January 1