

**Minor Changes to Existing Course – USC Form**

Minor changes to courses must receive USC approval prior to implementation. Application procedures and resources are available on the USC web page. Complete proposals must be submitted to usc@trentu.ca by the Department Chair.

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| **Academic Unit** |
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| **Chair** |
|  |
| **Date Submitted** |
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| **Proposal has been evaluated and approved by departmental curriculum committee** |
| [ ]  *check here* |
| **Type of Change** (check any that apply) |
|[ ]  Title |
|[ ]  Description |
|[ ]  Prerequisite |
|[ ]  Cross-list (adding or removing) |
|[ ]  Level (e.g., from 2000 level to 3000 level) |
|[ ]  Code |
|[ ]  Experiential learning component *(see* [*Careerspace website*](https://www.trentu.ca/careerspace/get-experience/what-experiential-learning) *for definitions)* |
|[ ]  Reserve list (placement or reactivation) |
|[ ]  Permanent deletion |
| **Course Prior to Change(s)**Course code, title, description, prerequisite (if any), exclusions (if any) as listed in the Academic Calendar |
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| **Course After Change(s)** Course code, title, description (maximum 50 words), prerequisite (if any), exclusions (if any) as listed in the Academic Calendar |
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| **Reason for Change(s)** |
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| **Academic Term (e.g., 2022FA, 2023SU) when change(s) will take effect** |
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| **Consultation With All Affected Academic Units** |
| If other departments will be affected as a result of the changes (e.g., cross-listed), share the proposal with these units and request a response for inclusion here. Add rows if needed. If a response has not been obtained at the time of submission, indicate date sent in the *responding comments* row. |
| **Department (1)** |
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| **Department (1) Chair’s responding comments** |
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| **Department (2)** |
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| **Department (2) Chair’s responding comments** |
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