Approval process for minor course changes

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┌─────────────────────────────────┐
│                                 │
│                1                │
│   Developer revises and approves │
│         course outline           │
│                                 │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│                                 │
│                2                │
│   Faculty/college council and dean │
│              approve             │
│                                 │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│                                 │
│                3                │
│    UEC Pre-Check Subcommittee    │
│             approves             │
│                                 │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│                                 │
│                4                │
│   UEC Assistant updates calendar │
│  and posts revised course outline │
│                                 │
└─────────────────────────────────┘
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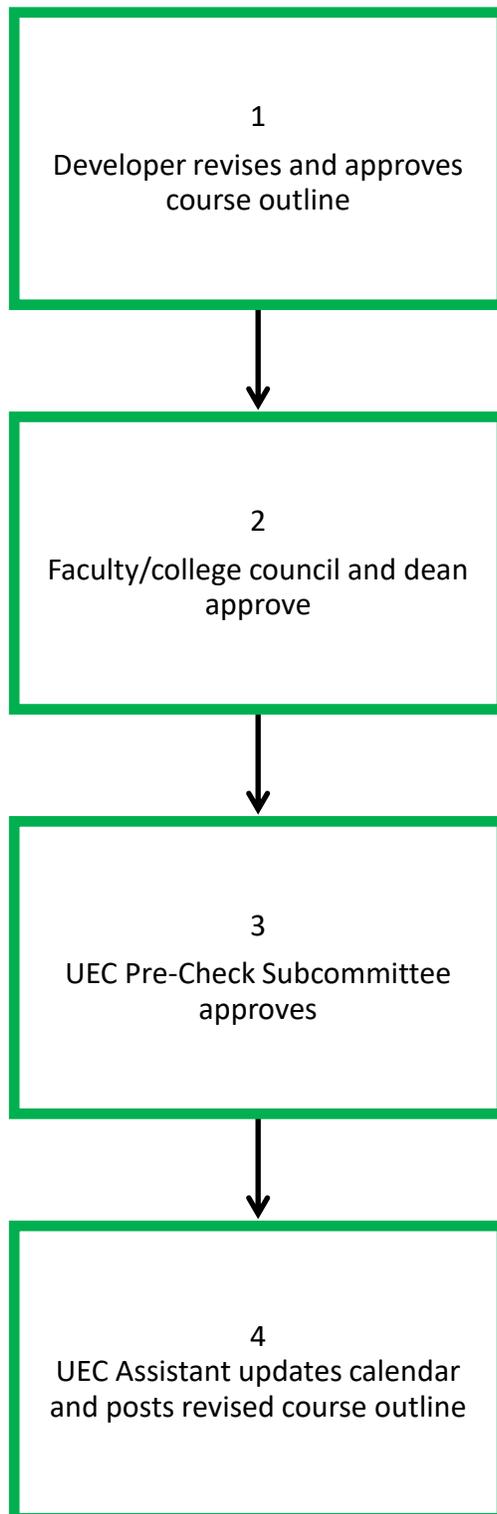
Minor course changes (minimum 2-3 months)

1. **Course outline revisions:** The department/school or program committee, hereafter referred to as the developer, requests a Word version of the current course outline from the UEC Assistant. The developer revises and approves the course outline, including transfer to a new course outline form if necessary. The developer also prepares a memo outlining the rationale and any financial implications of the course changes using the Memo Template found on the [UEC website](#).

2. **Faculty/college council and dean:** The developer submits the course outline and memo to the faculty/college council (and, if applicable, the faculty/college curriculum committee) and dean(s) for approval. If changes are recommended, the revisions are made by the developer and the revised course outline is returned to the council assistant who verifies that it conforms to council recommendations.

   Note: For an Indigenous designation, courses must also be reviewed by the Indigenous Studies Curriculum Committee.

3. **UEC Pre-Check Subcommittee:** The council assistant sends the course outline and memo to the UEC Assistant for the Pre-Check Subcommittee, which confirms that the changes are minor and approves the course changes for publication. If changes are recommended, revisions are made by the developer (using track changes) and resubmitted to the faculty/college council and UEC Pre-Check Subcommittee. Minor editorial changes do not require resubmission.

4. **Publication:** The UEC Assistant/Calendar Editor makes all necessary calendar changes, posts the revised course outline at [ufv.ca/calendar/courseoutlines](#), and sends the course outline for data entry into the Student Information System (Banner).

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