



## SPPH guidelines for curriculum changes

All faculty members wishing to submit a [Category 1](#) or [Category 2](#) curriculum change must complete a [UBC Curriculum Proposal form](#).

### Category 1

**Category 1** changes are new courses or programs and changes to existing courses or programs that result in:

- changes to funding or space requirement for the course or program,
- changes to library resource requirements for the course or program,
- changes that affect students in programs outside of the home faculty for the course or program, or that require changes by other faculties to accommodate the proposed change,
- proposals that may be in conflict or competition with courses or programs of other faculties.

In summary, Category 1 changes are any that require signoffs, consultations with other academic units (including the Library), or supporting documentation of approval for changes in budgetary or space requirements.

For the establishment of a new course at the School of Population and Public Health please follow these guidelines:

**Standard Course (123):** Proposals for new courses or changes to an existing course with significant impact on the program of budget must be submitted to the Chair of the Program and Curriculum Integration Committee (PCIC). These proposals must include a [Curriculum Proposal form](#), Course Syllabus, [Consultation Request form](#), [Library Consultation form](#) and [Budget Sign-off form](#). If approved by the PCIC the proposal will be presented at the next Full Faculty meeting. If approved by Full Faculty the PCIC representative will submit all documentation to the Executive Associate Dean, Education. If approved by the Associate Dean, Education the proposal will be submitted to the Faculty of Graduate Studies and then, if approved, submitted to UBC Senate for approval. If approved by Senate the changes will be entered into the Faculty Service Centre and UBC Course Calendar.

**Directed Studies (580):** Proposals for new Directed Studies courses must be submitted to the Chair of the PCIC with a [Curriculum Proposal form](#) and course syllabus. Proposed Directed Studies courses do not require additional forms. If approved by the PCIC the proposal will be presented at the next Full Faculty meeting. If approved by Full Faculty

the PCIC representative will submit all documentation directly to Enrolment Services to be entered into the Faculty Service Centre and UBC Course Calendar.

**Selected Topics (581):** Proposals for new Selected Topics courses (pilot courses) must be submitted to the Chair of the PCIC with a [Curriculum Proposal form](#) and course syllabus. Proposed Selected Topics courses do not require additional forms. If approved by the PCIC the proposal will be presented at the next Full Faculty meeting. If approved by Full Faculty the PCIC representative will submit all documentation directly to Enrolment Services to be entered into the Faculty Service Centre and UBC Course Calendar. Once a Selected Topics course has been offered for a maximum of three years it must be submitted for review to the PCIC for consideration of a standard course number.

## **Category 2**

**Category 2** changes to courses and programs include everything else and encompass the great majority of 'housekeeping' changes to courses and programs. This includes a name change/update, credit change, grading change etc. Proposals for a Category 2 change must be submitted to the Chair of the PCIC with a [Curriculum Proposal form](#). If approved by the PCIC the proposal will be presented at the next Full Faculty meeting. If approved by Full Faculty the PCIC representative will submit all documentation directly to Faculty of Graduate Studies for processing through Enrolment Services to be entered into the Faculty Service Centre and UBC Course Calendar.