

## Checklist for Calendar Changes

**Note: Please submit calendar changes by early March for inclusion in the following year's University Calendar. This will allow enough time for the changes to pass all the various levels of university governance.**

- Discuss proposed change with program area members
- Discuss proposed change with relevant Associate Chair
- Identify courses and/or programs in the Faculty of Education that may be impacted by this change (for example, if you are deleting a course, check whether other courses require it as a prerequisite or corequisite and whether it is a requirement for any programs)
  - If you identify any courses and/or programs in the above step, contact the Administrative Assistant to the Chair for instructions on how to proceed
- Check charts and program descriptions in the University Calendar to see if they require updates as a result of your change
  - If you identify any charts and/or program descriptions in the above step, contact the Administrative Assistant to the Chair for instructions on how to proceed
- Identify prerequisites and corequisites for your course; specify these in the calendar listing
- Identify restricted registration (e.g., cohorts, students enrolled in particular programs) for your course. Specify this in the calendar listing if it will be the same every year. If it is likely to change year by year, do not include it in the calendar listing but notify the Administrative Assistant to the Chair.
- If you are renumbering a course, contact the Administrative Assistant to the Chair for available course numbers

- If you are renumbering a course, ensure you include a note in the course description indicating that students will not receive credit for both the new course and the previous course
- Complete paperwork (for submission to Department Council)
  - For undergraduate calendar changes, use the Undergraduate Academic Affairs Council (UAAC) Calendar Submission Template (found at <http://education.educ.ualberta.ca/content/forms-cabinet>)
  - For graduate calendar changes, use the Graduate Academic Affairs Council (GAAC) Calendar Submission Template (found at <http://education.educ.ualberta.ca/content/forms-cabinet>)
  - Ensure you cut and paste directly from the current University Calendar online (found at <http://www.registrar.ualberta.ca/calendar/>) when you are preparing the forms
- Submit paperwork electronically to the Administrative Assistant to the Chair a minimum of two weeks before the next Department Council

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- Let the Administrative Assistant to the Chair know whether you would prefer:
  - Council members to vote on your calendar change at the next Department Council
  - Council members to be provided with notice of motion at the next Department Council, with a vote to be held at the subsequent Department Council
- Attend Department Council to present the changes to council members