

LFS Curriculum Change Process

Proposals can include a variety of changes to an LFS course or program, from updating the course description, to adding a new course or a new program.

The process for curriculum change is:

- **Create the request** using the latest Curriculum Proposal Form ([2-Column form](#)).
 - Cat 1 proposals must have the new [Supplemental Information Form](#) attached.
 - See the [Guide to Curriculum Submissions](#) to determine if your proposal is Cat 1 or Cat 2. In general, minor revisions are Category 2; new courses and significant changes are Category 1.
 - [Members of the LFS Curriculum Committee](#) that represent your disciplinary group can provide you guidance and feedback prior to submitting your curriculum proposal form.
- **Obtain approvals** from your disciplinary group (e.g., Applied Animal Biology, Food Science, etc.) followed by your corresponding Program (APBI, FRE, and FNH etc.). Graduate programs (e.g., SOIL, PLNT, HUNU, etc.) need to approve curriculum changes for their course codes.
 - Cat 1 changes should be circulated and discussed prior to voting
 - Simpler Cat 2 changes may be decided by e-vote.
- **Submit the approved form** - following program approval, curriculum change forms should be compiled and submitted as a package to the LFS Curriculum Committee via Virginia Frankian (virginia.frankian@ubc.ca cc sandra.brown@ubc.ca). Please forward your Curriculum Change requests prior to cut-off dates which will be posted in LFS Today). If needed, the LFS Curriculum Committee will return the proposal to the originator for clarification or revision.
- Proposals approved by the **Committee** will be presented to the **LFS Faculty Council** at its next meeting for approval.
- **After Faculty Council approval:**
 - **Cat 1** changes require the new [Consulting Check Form](#), External unit, Library consults, and Budgetary impact form. Forms will be sent on your behalf.
Send a list of external units to consult (departments, programs, schools, etc.) with each Cat 1 proposal. Include the reason(s) for consulting each party (see [Check Form](#)) and a brief summary why each specific unit is being consulted.
Once consultations are complete, we will submit the proposal forms to the Senate Curriculum Sub-committee(s), then to the Senate Curriculum Committee and finally to the Senate for approval.
 - **Category 2** changes: proposals passed by the Faculty Council will be submitted to the relevant Senate Curriculum Sub-committee for approval.

The Curriculum Proposal review and approval process, especially for Cat 1 changes, is long. Items can go through edits at any level, and be sent back to the originator for corrections. Some Proposals require consultations with outside parties. For these reasons, it is important to plan and submit your proposal as early as possible.