 **Motion Number (assigned by**

 **Steering Committee of Senate):**

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED REVISION OF CALENDAR ENTRY**

**(Please remove this sentence and all other instructions, which are highlighted in yellow, once the motion form has been completed)**

**NOTE: All proposed revisions to Calendar entries should be presented in a standard format to facilitate the approval process, and to ensure accurate placement of material in the Calendar. This form should be used for amendments to Academic Regulations; revisions to program preambles, regulations, and requirements; course changes (including changes to course title, number, description, credit hours and prerequisites); course deletions, and; other substantive changes to the Calendar.**

 **(Please complete the sections highlighted in blue in the footer of this document)**

**Motion:** That the change(s) to the (course title / course description / course prerequisite, etc.) for (course prefix, course number-credit hours, course title), on page XX (in the print or PDF calendar accessible on the UNBC web page) of the 2014/2015 graduate / undergraduate calendar, be approved as proposed.

**Sample motions:**

**“**That the changes to the course title, prerequisites, and description for ENGL 100-3, on page 232 of the 2020/21 undergraduate calendar, be approved as proposed.”

“That the changes to the program requirements for the BSc Honours – Computer Science, on page 95 of the 2020/21 undergraduate calendar, be approved as proposed.”

**1. Effective date:** (Month and year, generally the start of a Semester; e.g., September 2022, January 2023, or May 2023)

**2. Rationale for the proposed revisions:** (Provide rationale)

**3. Implications of the changes for other programs, etc., if applicable:** (state nature of consultation, or indicate “None”

***PLEASE NOTE***:

* Changes affecting other academic units require consultation but the affected unit must submit their own motion(s) as required to change their own calendar text.
* Motions to revise academic matters containing Aboriginal or First Nations content must be referred to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

**4. Reproduction of current Calendar entry for the item to be revised:** (Insert original calendar text from online or PDF calendar on the UNBC calendar web page accessible at <http://www.unbc.ca/calendar>)

**5. Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:** (Insert material as appropriate. In the case of course deletions, simply insert “Course deletion.” In the case of a change in course number, note that a “retired number” ideally should not be re-used. In the case of proposed revised Calendar Course Descriptions, please use the following guidelines)

**Calendar Course Description Guidelines:**

1. Complete Sentences should be used.
2. All sentences should be in the present tense.
3. The first sentence should state the purpose and nature of the course.
4. Subsequent sentences should indicate: a) the basic content of the course, and b) any special requirements, such as field trips, practica, etc.
5. The description normally should occupy **not more than seven lines of text**.
6. **Rationale for the proposed revisions**

**6. Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)**

**Program / Academic / Administrative Unit:** (if applicable, or state “not applicable”)

**Faculty(ies):** (if applicable, or state “not applicable”)

**Faculty Council Motion Number(s):** (if applicable, or state “not applicable”)

**Faculty Council Approval Date(s):** (if applicable, or state “not applicable”)

 **Senate Committee on Indigenous Initiatives Motion Number:** (if applicable, or state “not applicable”)

 **Senate Committee on Indigenous Initiatives Meeting Date:** (if applicable, or state “not applicable”)

**7. Other Information**

 **Attachment Pages:** **#** pages (fill in number of pages, or indicate “0” if there are no attachments)

**THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW**

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|  **INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING** **Brief Summary of Committee Debate:**  **Motion No.:** SCAAF **Moved by:**  **Seconded by:**  **Committee Decision:**   **Approved by SCAAF**:   **Date Chair’s Signature** **For recommendation to** ✓ **, or information of**  **Senate.** |