

COURSE CREATE AND UPDATE INSTRUCTIONS

Please print a copy of this page for further reference.

When completing the Course Create form (Excel), please complete all required fields. Please save as Excel file rather than a PDF file.

Course create(s) can be sent to the Academic Data Office (ADO):

1. Electronically – as part of the Annual POS Renewal Cycle attached to the Cognos POS Renewal Report (Packages are either emailed directly from Associate Dean (AD) as approval.
2. Hard copies are printed and signed off by AD. Course Creates are then to be sent as separate email for the use of receiving course description(s) electronically.
3. Stand alone course creates/updates are to be sent via AD's email (in the Excel format), or printed hard copies are signed off by Ad and forwarded to ADO.

Course Updates sent to the ADO:

1. Outside the POS Renewal Cycles, course are submitted to ADO through the use of Cognos POS Report (each POS version is required). Reports must be signed off by Associate Dean, Dean, and VP Academic.
2. Stand alone course updates(i.e. CE delivery) are to submitted to ADO using the Course Update form (Excel)

Requesting an "R" grade type:

If you are requesting an "R" grade type (Requirements Met) please be aware that the Associate Registrar, Scheduling and Academic Support will be reviewing/approving submission.

Course Creates

You may suggest a Subject Code however the final decision will rest with the Academic Data Office. You will be advised of the Subject Code/Number by email.

Course Updates (Course Versioning)

Course Updates will initiate a new version of a course.

Note: Under no circumstances can a course be versioned if there has been a CRN created for that term and students enrolled. The course will be versioned for the next term. If course is part of a program of study, documentation will be returned with direction to submit during next annual POS renewal cycle.

When a new program of study has not yet been delivered –course updates can be made without having to version the course. This type of course updates are usually completed during the Annual Program of Study Review.

When determining if you should be submitting a Course update please adhere to the guidelines below that have been setup and approved by the Registrar as of June 2004.

1. *Very Minor Course Name Change* – a new version of the course will take place, as long as the course outcomes remain the same. If the name change is major, a new course will need to be created to avoid confusion.

2. *Grade Type Change* – create a new version of course

If the change is credit to non-credit (Percentage to Requirements-Met) or vice-versa

3. *Grade Hours/Course Hours Change* – with increase or decrease in hours where the credit value changes, then a new course create has to be created. Please fill out a new course create to replace the old course (reminder to set old course as equivalency for grad clearing purposes, if needed).

4. *Equivalent or Pre-requisite Changes* – any additions or deletions would mean a new version will be set up for the course.

5. *Course Descriptions Changes* – When the content changes but the outcomes remain the same then the course will be versioned. When the outcomes change a new course number must be created.

COURSE DESCRIPTIONS

All course Creates must have a course description. **Your Course Create Form will not be processed unless there is a description attached.**

FUNDING APPROVAL FOR C.E. COURSES ONLY

Funding approval for CE courses is based on subcategories for a list of these subcategories and definitions please click here [definitions](#).

CONTACTS

If you have any questions regarding the creation or updating of a course please contact the Academic Data Office at academicdataoffice@mohawkcollege.ca or call ext. 4251.

Revised by: Academic Data Office

Date: May, 2019