

Course Re-activation Form

**Important Notes:**

- The deadline for submission to the Senate Curriculum Committee for publication in the 2025-2026 Calendar is March 31, 2024.

- If your course has been inactive for more than 10 years, complete this form to re-activate it.

- If this course requires revisions, complete and attach a revision to existing course form.

- Complete the departmental consultation form. You should review the current course descriptions to identify which departments you should consult.

- All course reactivations become effective on September 1 of the new Academic Year. You cannot alter a course in the middle of the Academic Year.

- Forms can be submitted in one of three ways: (1) email your complete package to Jackie Benson (j.benson@uwinnipeg.ca); (2) have the Department Assistant upload the complete package to the DA shared drive; or (3) copy the complete package to a USB, and deliver it to Jackie (3C21).

- Should you have questions, please consult the SCC forms website ([www.uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html](http://www.uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html)) for detailed guidelines and FAQs. You may also contact Jackie Benson.

**Reminder** – Program changes should be approved by Academic Planning before submitting supporting course material to the Senate Curriculum Committee. Please see the 2022 Articulation Agreement (<https://www.uwinnipeg.ca/arts/docs/fac-curriculum-forms/updated-mar-17-2022/articulation-mar-2022.docx>) for additional detail.

A) Proposed Course Reactivation

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| --- | --- |
| **Department**:       | **Submission Date:**       |

For each course include the **department code** and **number**, **credit hours**, **full title**, **instructional code** and **hours per week, and existing calendar entry**. If the course is cross-listed with another department, please let us know.

Example: GEOG-1102 (3) Introductory Human Geography: People, Culture and Environment (Le3)

B) Rationale

Explain why you are applying for the reactivation.

C) Relationship With Other Programs

A formal response (attachment 1) is needed from another department/program if this course:

1) Was or could be cross-listed [ ]  Yes [ ]  No

2) Identified as a course (required or elective) in another major [ ]  Yes [ ]  No

3) Should be brought to the attention of a department, (for example if you noticed high enrollment from another department) [ ]  Yes [ ]  No

Department/Program Code of Relevant Departments/Programs (if any):

Name of Departmental Curriculum Committee Chair

Signature of Departmental Curriculum Committee Chair Date

Name of Department Chair

Signature of Department Chair Date