[Template for change in course assessment; remove all instructions in square brackets before submission, including this one]

**THE UNIVERSITY OF THE WEST INDIES**

**FACULTY NAME**

**DEPARTMENT NAME**

**Proposal for change in course assessment**

COURSE TITLE: [Course Title]

SHORT COURSE TITLE: [Not longer than 30 characters including spaces for use in SAS]

SUBJECT CODE: [four characters, example - LITS]

COURSE NUMBER: [four digits, example - 1234]

LEVEL: UG [1 /2 /3]

EFFECTIVE TERM: [specify the year and semester in which the course takes effect/ first offering]

TERM BEGIN: [Semester in which the course begins]

TERM EXAMINED: [Semester in which the course is examined]

EQUIVALENT COURSE: n/a [change if applicable]

ACADEMIC CREDITS: 3 [adjust as applicable]

GRADE MODE: [Pass/Fail or Standard]

PREREQUISITE(S): [Course Codes & Titles]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Assessment** | **current assessment structure** | **%** | **proposed assessment structure** | **%** |
| **coursework components** | [ name coursework components; add rows as useful and remove this instruction] |  |  |  |
|  |  |  |  |  |
| **final examination** |  |  |  |  |
| **total** |  | **100** |  | **100** |

**RATIONALE FOR CHANGE:**

[Explain the basis for the proposed change in the assessment structure. Note that the assessment structure is expected to reflect the competencies which the course is intended to teach.]

**[APPEND THE COMPLETE COURSE OUTLINE, INCLUSIVE OF THE PROPOSED ASSESSMENT STRUCTURE]**