

**This is the internal CCASA check list for CATEGORY 1 changes. This sheet should be included at the beginning of all packages submitted to Momoko Hirano [momoko.hirano@ubc.ca](mailto:momoko.hirano@ubc.ca). The complete package needs to be submitted 1 week prior to the scheduled CCASA meeting to give committee members time to review the material. These documents will only be accepted in their completed form.**

**CATEGORY 1 change form for (list name of course/program):**

**Submitted by Department:**

**Contact person:**

**Date package submitted:**

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**Please check off that the following forms are included in this package:**

- Curriculum Proposal Form: Change to Course or Program (2-column)
- Complete course outline
- Budgetary Impact of Curriculum Proposals form
- UBC Library Curriculum Consultation form
- UBC Curriculum Consultation Request form
- UBC Curriculum Consultation Report form
- Any additional consultation or survey documents

**All forms can be found at:**

**<http://senate.ubc.ca/vancouver/curriculum-submission-guide/curriculum-forms>**

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Please include all the above listed materials and send as attachments to [momoko.hirano@ubc.ca](mailto:momoko.hirano@ubc.ca)

*To be filled in by Momoko:*

All forms included

Date received

Date of CCASA meeting materials will be presented at