

Guidelines to propose a significant change to a program

Background:

The procedures outlined in this memorandum identify how academic units can propose a significant change to a program (degree or non-degree) for academic reasons, such as:

- change in a discipline makes the modification necessary,
- the change will differentiate the program to promote recruitment and enrolment, and / or
- student outcomes and/ or feedback indicates the change will better support students' learning.

Procedures:

1. See Senate Policy AC 1120 section Calendar Submission Sections 12 and 45 a-f.
2. The Chair of an academic unit consults with the Dean of the Faculty about the academic reasons, e.g., change in a discipline, student feedback, and about the possible impact of changing the program.
3. The Chair consults with faculty members of the academic unit to gain consensus about the proposal to change the program.
4. The Chair consults with Deans, including the Dean of the Faculty of Graduate Studies when relevant, and Chairs of other academic units whose programs and students may be affected by the change of the program.
5. If the above consultations demonstrate a consensus about the academic reasons and benefits of the change, the Chair will have a Memorandum to Propose a Significant Change to a Program (see below) prepared to propose the change to:
 - a. the relevant Department or School Curriculum Committee,
 - b. the Dean of the Faculty of Graduate Studies and the Executive Council of the Faculty of Graduate Studies, if the proposal concerns a graduate program or stream,
 - c. the Dean of the relevant academic Faculty and that Faculty's Curriculum Committee,
 - d. the Chair of the Senate Committee on Academic Planning, and
 - e. the Chair of the Senate Committee on the Curriculum.
6. Once the proposal has been approved at the academic unit and Faculty levels, a copy of the Memorandum to Propose a Significant Change to a Program signed by the Chair and Dean is forwarded to the Senate Committee on Planning and cc'd to the Senate Committee on the Curriculum.

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6. Separate documentation will need to be prepared for the Senate Committee on the Curriculum to indicate all curriculum changes to be included in the Academic Calendar.

Memorandum:

The Memorandum should set the proposal within the context of accurate data that demonstrate the academic reasons for the change. Include in a concise statement of no more than 2 pages the following information:

1. The dates when the program was approved and first admitted students.
2. A brief statement explaining changes in the discipline, student outcomes or feedback or other academic reasons that prompt the proposed major change to the program. If differentiation or recruitment are the academic reasons for the change, include the enrollment and graduation numbers for the most recent 3 to 5 years as well as an explanation of how these demonstrate the need for a significant change to the program.
3. A brief statement explaining what provisions will be made to ensure any students currently enrolled in the program can complete their program of study if the change is approved.
4. Specify the date when the change is proposed to take effect.
5. Submit to the Senate Committee on Planning and the Senate Committee on the Curriculum, the memorandum signed and dated by the Chair of the academic unit, the Chair of the Faculty Curriculum Committee, and the Dean of the relevant Faculty in order to indicate the dates when the Department or School and Faculty Curriculum Committees approved the change.
6. Attach to the memorandum, letters of support from those Chairs and Deans of other academic units whose students may be affected by the change