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**REQUEST TO THE SENATE**

**Minor Modifications to Existing Programs**

 **Faculty:** \*\*\*\*\*

 **Academic unit:** \*\*\*\*\*

 **Request number: \*\*\*\*\***

**Program(s):**

**\*\*\*\*\***

#  Approvals

Academic unit: Date

Verification with the Curriculum Management team: Date

Faculty Council: Date

Report submitted to the Council on Undergraduate Studies or to the Council on Graduate Studies: Date

**Effective date**

**May 20XX**

# Summary

*Please describe briefly (50 words maximum) the proposed minor modifications*

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**Template for the proposal of minor modifications to existing programs**

1. Provide a detailed description of the proposed minor modifications along with some background (course creation; change of course titles, descriptions or prerequisites; changes to the list of compulsory or optional courses, etc.). For a definition of minor modifications, see the IQAP.

*Note: A change in the name or degree designation of a program is considered a minor modification, but requires nevertheless approval from the Executive Committee of the Senate and the Senate.*

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If applicable, indicate any change to the title of the degree conferred.

| French:English: |
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If applicable, indicate any change to the official degree title as it appears on the transcript.

| French:English: |
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2. Provide a justification for the proposed minor modifications.

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 3. As applicable, describe the effects of these modifications on:

a) the University’s mission with respect to bilingualism

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b) the strategic areas of focus for the University and the academic unit

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c) recruitment

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d) students’ university experience

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e) teaching, learning and evaluation methods, and any adjustments that will be required

*Note: If needed, TLSS may provide support. You may contact Geneviève Gauthier at* *ggauthi4@uottawa.ca* *or* *saea-tlss@uottawa.ca* *)*

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f) physical space as well as teaching, material and financial resources required, and expected class sizes

*Note: If this point is applicable, prior approval by the dean and the deputy provost, planning and academic budgets (**rechinst@uottawa.ca**), is required. Include all relevant documentation in Appendix 4.*

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g) the program’s administrative structure

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h) course offerings and sequence

*Note: In the case of a course creation, specify the learning outcomes and indicate how the course fits into the coherence of the curriculum and how it is consistent with the University’s mission and academic planning.*

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i) existing programs in the faculty or in other faculties

*Note: If this point is applicable, attach any documents to Appendix 3 showing that all affected stakeholders have been consulted regarding the proposed changes.*

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 j) students already registered in the program and any necessary measures (*i.e. is a grandfather clause necessary?*)

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**APPENDICES**

**APPENDIX 1:** Comparative tableof proposed modifications to calendar text (current vs. proposed) in English and French

**Français**

| **ANNUAIRE** (français) | **ANNUAIRE** (français) |
| --- | --- |
| **SURVOL****EXIGENCES D’ADMISSION (pour les programmes aux études supérieures seulement)****EXIGENCES DU PROGRAMME** | **SURVOL****EXIGENCES D’ADMISSION (pour les programmes aux études supérieures seulement)****EXIGENCES DU PROGRAMME** |

**English**

| **CALENDAR TEXT** (English) | **CALENDAR TEXT** (English) |
| --- | --- |
| **OVERVIEW****ADMISSION REQUIREMENTS (for graduate programs only)****PROGRAM REQUIREMENTS** | **OVERVIEW****ADMISSION REQUIREMENTS (for graduate programs only)****PROGRAM REQUIREMENTS** |

**APPENDIX 2**: uoCampus document, if applicable (course creation, modification or abolition). Please refer to the [Guide for Preparing Senate Requests](https://dnn.intra.uottawa.ca/en/Academic/Curriculum-Management/Senate-Request).

**APPENDIX 3**: For minor modifications affecting programs in several faculties, attach any documents showing that all affected stakeholders have been consulted regarding the proposed modifications. Please refer to the [Guide for Preparing Senate Requests](https://dnn.intra.uottawa.ca/en/Academic/Curriculum-Management/Senate-Request).

**APPENDIX 4:** If the minor modificationsproposed affect the human and material resources needed to run the program, include all relevant documentation concerning prior approval by the dean and the deputy provost, planning and academic budgets.