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**REQUEST TO THE SENATE**

**Minor Modifications to Existing Programs**

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

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

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

**Program(s):**

**Microprogram in XXXX**

# Approvals

Academic unit: Date

Verification with the Curriculum Management team: Date

Faculty Council: Date

Report submitted to the Council on Graduate Studies: Date

**Effective date**

**May, September, January 20XX**

# Summary

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

| We are proposing a Microprogram in X leading students to acquire specific skills in the disciplinary or interdisciplinary area X without requiring them to complete a full set of degree requirements. These microprograms are a form of academic micro-credential that can be recognized and stackable for a future degree program. |
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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.*

| The creation of the Microprogram in X will include the following set of courses or research activities, for a total of X units:  The Microprogram in X will attract professional candidates working particularly in the fields of X. Students will deepen their knowledge in X fields, thereby enabling them to acquire new skills for professional and career enhancement purposes.  The Microprogram in X can also be recognized and stackable within the Master program in X. |
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If applicable, indicate any change to the title of the degree conferred.

| French: N/A (student will not obtain a graduate degree for a microprogram)  English: (student will not obtain a graduate degree for a microprogram) |
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If applicable, indicate any change to the official degree title as it appears on the transcript.

| French: Microprogramme en X  English: Microprogram in X |
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2. Provide a justification for the proposed minor modifications.

| The creation of the Microprogram in X will allow us to optimize our program offerings and training opportunities to make them more attractive and responsive to the needs of our future students. It will also allow us to attract students wishing to pursue graduate courses without being admitted to or intending to complete a Master’s or Graduate Diploma program.  The creation of the Microprogram in X provides an opportunity to students to acquire specific skills or enhance competencies in the disciplinary or interdisciplinary area X. |
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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

| The integration of microprograms to our program offerings is directly linked to the objective 1 of Transformation 2030: Be responsive and accessible with our program offerings by increasing and promoting stackable and micro-credentials and flexible interdisciplinary ‘designer degrees’. |
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c) recruitment

| The integration of the Microprogram in X will allow us to attract a different clientele, especially employees in the field of X. |
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d) students’ university experience

| Students enrolling in the Microprogram in X will attend their courses or research activities with the students enrolled in the master’s program, which will allow them to gain the same rich university experience as of our regular students. |
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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*](mailto:ggauthi4@uottawa.ca) *or* [*saea-tlss@uottawa.ca*](mailto: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*](mailto:rechinst@uottawa.ca)*), is required. Include all relevant documentation in Appendix 4.*

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g) the program’s administrative structure

| Registration in the microprogram will be completed through the special student registration process. In accordance with this process, the program director will be responsible for reviewing applications for registration. The administrative staff, already in place in the department, will provide the necessary administrative support to students. |
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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.*

| Students participating in the Microprogram in X as a special student must follow the following course sequence:  The microprogram will be stackable for students admitted and registered in the Master’s in X. |
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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.*

| Students already admitted into the Master in X program can complete the microprogram X on an optional basis and have these credits count towards the program requirements in view of obtaining the degree. |
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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 programs aux études supérieures seulement)**  **EXIGENCES DU PROGRAM** | **SURVOL**  **EXIGENCES D’ADMISSION (pour les programs aux études supérieures seulement)**  Le processus d’inscription au microprogramme dépend de votre statut d’étudiant.  **Étudiants admis et inscrit dans un programme d’études supérieures**  Les étudiants qui souhaitent poursuivre un programme d'études supérieures doivent faire demande et être admis à leur programme d'études supérieures avant de s'inscrire à un Microprogramme aux études supérieures.  Si vous êtes admis et inscrit dans un programme d’études supérieures et désirez y ajouter un microgramme, communiquez avec le [bureau des études supérieures](https://www.uottawa.ca/etudes-superieures/coordonnees) de votre faculté X@uottawa.ca).  **Étudiants spéciaux**  Les étudiants qui poursuivent un Microprogramme aux études supérieures, sans être admis ou sans avoir l'intention de compléter un programme d'études supérieures, doivent obtenir l'approbation préalable de l'unité académique offrant le microprogramme aux études supérieures.  Les étudiants doivent satisfaire les critères d’admissibilité suivants :   * Baccalauréat * Moyenne de …. * **….**   Si vous désirez suivre le microprogramme X sans être inscrit(e) à un programme d’études supérieures, envoyez un courriel au [bureau des études supérieures](https://www.uottawa.ca/etudes-superieures/coordonnees) (ajouter l’adresse courriel @uottawa.ca) de la faculté en y joignant les documents suivants :   * Curriculum vitae * Copie de tous les relevés de notes des universités que vous avez fréquentées * Ajouter toute autres documents additionnels si requis pour le microprogramme   **EXIGENCES DU PROGRAMME**  L’étudiant doit satisfaire aux exigences suivantes : |

**English**

| **CALENDAR TEXT** (English) | **CALENDAR TEXT** (English) |
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| **OVERVIEW**  **ADMISSION REQUIREMENTS (for graduate programs only)**  **PROGRAM REQUIREMENTS** | **OVERVIEW**  **ADMISSION REQUIREMENTS (for graduate programs only)**  The registration process for a Microprogram depends on your student status.  **Students already admitted and enrolled in a graduate program**  Students wishing to pursue a graduate program must apply for, and be admitted to, their graduate program before they enroll in a second Graduate Microprogram identified within their existing program.  If you have already enroll in a graduate studies program and would like to add a microprogram to your program of study, [contact your faculty’s graduate studies office](https://www.uottawa.ca/graduate-studies/contact-info) at (X@uottawa.ca).  **Special students**  Students pursuing a Graduate Microprogram, without being admitted to or intending to complete a graduate program, must obtain the prior approval of the academic unit offering the Graduate Microprogram.  Students must meet the following eligibility:   * Bachelor * Average X * ….   If you would like to enroll in a microprogram without being admitted in a graduate studies program, [send an email to the **graduate** studies office](https://www.uottawa.ca/graduate-studies/contact-info) (X@uottawa.ca) of the faculty and include the following documents:     * CV * Copies of transcripts from all universities you have attended * Add any additional documents requested for the microprogram   **PROGRAM REQUIREMENTS**  Students must meet the following 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.