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**REQUEST TO THE SENATE**

**Major Modifications to Existing Programs**

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

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

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

**Program(s) Name:**

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

#  Approvals (chronological order)

Academic unit: Date

Verification with the Curriculum Management team: Date

Faculty Council: Date

Council on Undergraduate Studies or Council on Graduate Studies: Date

Executive Committee of the Senate:

Senate (if applicable): Date

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**Effective date**

**May 20XX**

# Summary

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

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

1. Provide a detailed description of the proposed major modifications, along with some background (changes to admission or graduation requirements, program structure, courses, modes of delivery, allocated resources, etc.). For a definition of major modifications, see the IQAP.

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 If applicable, indicate any change to the title of the degree conferred (i.e. the title listed on the diploma).

| 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 major modifications.

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

a)program requirements (*i.e. requirements for courses, placements, projects, thesis, etc. needed to obtain the degree*)

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b) program coherence in terms of structure, context and/or learning outcomes (*i.e. do the proposed modifications have an impact on the program structure (usual progress) or on the learning outcomes?*)

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c)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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d) the University’s mission with respect to bilingualism

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e) the strategic areas of focus for the University (see [Transformation 2030](https://transformation2030.uottawa.ca/en/home)) and the academic unit

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f) degree level expectations (see <https://www.uottawa.ca/vice-president-academic/quality-assurance/program-creation/degree-level-expectations> for more details)

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g) recruitment

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h) Admission requirements

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i) students’ university experience

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

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

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k) the program’s administrative structure

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l) 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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m) 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 major 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 major modificationsproposed significantly 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.