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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 Undergraduate Studies or the Council of Graduate Studies: Date

**Effective date**

**May 20XX**

# Summary

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

| We are proposing the creation of a microprogram in XXX. This microprogram consists of XXX elective course units and will be available both to students already registered as part of an undergraduate or graduate program as well as to special students not registered in an undergraduate or graduate program. It will appear on the student’s transcript, but no diploma will be awarded for its completion. This microprogram is a form of academic micro-credential that can be stackable as part of XXX undergraduate or graduate 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 microprogram in X will include the following set of courses, for a total of X units:  The microprogram in X will be available to students from the faculties of XXX and could also 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.  This microprogram is a form of academic micro-credential that can be stackable as part of XXX undergraduate or graduate program. |
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If applicable, indicate any change to the title of the degree conferred.

| French: N/A (student will not obtain an undergraduate or graduate degree for this microprogram)  English: N/A (student will not obtain an undergraduate or graduate degree for this 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 make our programs more attractive and responsive to the needs of our future students. It will also allow us to attract students wishing to pursue undergraduate or graduate courses without being admitted to or intending to complete an undergraduate or graduate program. |
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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 offering is directly linked to 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

| This microprogram in X will allow us to attract a different clientele, namely X. |
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d) admission requirements

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| Students already admitted to a master's program must have met the admission requirements of the primary program.  Students enrolled as non-degree students will have to meet the following requirements: |

e) students’ university experience

| Special students enrolling in the microprogram in X without being admitted in an undergraduate or graduate program will attend their courses with students enrolled in an undergraduate or graduate program, which will allow them to gain the same rich university experience as our regular students. |
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f) 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*](mailto:saea-tlss@uottawa.ca)

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g) 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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h) the program’s administrative structure

| Registration in the microprogram for students not registered as part of an undergraduate or graduate degree will be completed through the special student registration process and the Undergraduate Studies Office or the Graduate Studies Office of the Faculty XXX will oversee the admission process for these students. |
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i) 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.*

| This microprogram is a form of academic micro-credential that can be stackable as part of XXX undergraduate or graduate program. |
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j) 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 X undergraduate or graduate program can complete 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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k) 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.