GUIDELINES FOR THE PREPARATION OF PROPOSALS TO MODIFY PROGRAMS

The Faculty of Graduate Studies acknowledges that not all the information requested will be available for each and every proposal. The absence of information must, however, be noted and explained.

1. PROGRAM IDENTIFICATION

1.1 Faculty
1.2 Department/School
1.3 Program name
1.4 Degree(s) granted
1.5 Proposed starting date

2. DESCRIPTION OF THE PROPOSED PROGRAM MODIFICATION

2.1 Description of the type of change.
2.2 Description of the purpose of the change, e.g., following national trends, accommodating the clientele to be served, establishing a better focus, resulting from an external review (provide details), etc.
2.3 Side-by side comparison between the current and the modified programs of:
   2.3.1 Program objectives.
   2.3.2 Overall program structure.
   2.3.3 Anticipated student/graduates outcomes and their relevance.
   2.3.4 Admission requirements, standards, etc.
   2.3.5 Courses required (course name and number; whether existent or planned for the modified program, its status in the program (elective or mandatory); brief description of the course (for example calendar entry) if new or modified). Changes to program duration and/or graduation requirements should be stated and explained.
   2.3.6 Other graduation requirements such as thesis, project, practicum, apprenticeship, etc.
   2.3.7 Method of program delivery (e.g., traditional classroom, distance education, co-operative education or a combination).
   2.3.8 In the case of articulated programs, changes to the inter-institutional arrangement should be stated and explained.
2.4 Impact of the change on human, physical and financial resources, to include anticipated impact on expenditures and revenues.
2.5 Potential impact of the change on other programs at the institution or at other institutions in the region.
2.6 An indication of other institutions involved, or that have been consulted.