

Procedures for Creating and Revising Degree Programs - Faculty of Science (revised 8-May 2017)

A. New Programs and Program changes

(BSc, BA, Honours, Major, Combined Honours, Double Major, Coop, Diploma)

Programs requiring 30 or more credit hours of courses and providing an exit credential are under the jurisdiction of Dalhousie Senate and the Maritime Provinces Higher Education Commission (MPHEC). New programs, major changes to existing programs, and suspension or termination of existing programs must be approved by the Faculty of Science, by Senate and its committees, and by MPHEC. A concept paper for a new program is normally developed and approved by Senate committees prior to the development of a full proposal for a new program. An outline of the approval process, and the required forms for new programs, major program changes, and program termination, are available on the University Secretariat website https://www.dal.ca/dept/university_secretariat/program-proposals.html.

Responsibility for oversight of **minor changes to programs** is delegated by Senate to the Faculties. In the Faculty of Science, departments and programs normally have jurisdiction over minor changes to their programs. However, departments/programs are asked to bring minor program changes to the Faculty of Science Curriculum Committee (FoS CC) for information and discussion. Program change documents will include a rationale for the proposed changes and an estimate of the magnitude of the proposed change. In cases where it is not clear if the proposed change is minor or major, the Dean's office will consult with the University Secretariat.

B. Procedures for minor changes to Program requirements

- All changes to programs that result in changes to the Academic Calendar require approval from the Dean's office.
- Changes to program requirements, or criteria for admission to programs, require approval by the department undergraduate/curriculum committee and the department chair/program director.
- Changes to program requirements, or criteria for admission to programs, are provided to FoS CC for information but do not require approval.
- Other changes (e.g., Calendar program introduction) may be approved by the Dean's office without FoS CC consultation.

Steps:

1. Complete a **Program Revision Request** form
2. Obtain approval from department undergraduate or curriculum committee
3. Consult with other units that may be affected by the proposed revision
4. Obtain signature of support from department chair/program director
5. Submit **Revision Request**, and supporting documents, to FoS CC for information and discussion (**no vote**) (*Dept rep*)
6. **Enter the new information in Navigator Suite**, submit to Dean's office (*Dept initiator*)
7. Dean's office approves and submits to RO for inclusion in the *in-progress calendar*
8. Dean's office notifies the Senate Vice-chair (Academic) of the program revision

Dept rep: Departmental representative, member of the Faculty of Science Curriculum Committee

Dept initiator: Person(s) with authority to make departmental course/calendar changes using Navigator Suite

Program Revision Request

Program information

	Information
Program title	
Department	
Program type (90, 120 credit hr) - BSc, BA, Major, Double Major, Honours, Combined Honours, Coop	
Program Learning Outcomes	
Description of revision (e.g., course requirements, admission criteria)	
Estimate of % change to program - explain how estimate was determined	

Rationale

Reason for requested revision	
Impacts on other programs	

Revisions to Program

	Current Requirements	Revised Requirements
Program requirements		

Calendar entry – Submit revised calendar entry as separate document or on next page

Revised calendar entry submitted as separate document

Consultations with affected units attached (if applicable)

Approvals

	Name	Signature	Date
Dept undergraduate committee			
Program director (if applicable)			
Department Chair			
Received by FoS Curriculum			

Revised Calendar entry