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**REQUEST TO THE SENATE**

**Minor Modifications to Existing Programs**

 **Faculty:** *Click or tap here to enter text.*

 **Academic unit:** *Click or tap here to enter text.*

 **Request number:** *Click or tap here to enter text.*

**Program(s) Name:**

*Click or tap here to enter text.*

#  Approvals (chronological order)

Academic unit:

Verification with the Curriculum Management team:

Faculty Council:

Report submitted to the Council on Undergraduate Studies or to the Council on Graduate Studies:

*Click or tap to enter a date.*

*Click or tap to enter a date.*

*Click or tap to enter a date.*

*Click or tap to enter a date.*

**Effective date**

*Click or tap to enter a date.*

# Summary

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

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

1. Provide a detailed description of the proposed minor modifications along with the context in which they are being proposed (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, section 4.4. *Note: A change in the name or degree designation of a program is considered a minor modification (if there is no concomitant change in learning outcomes) but requires nevertheless approval from the Executive Committee of the Senate and the Senate.*

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

| French: |
| --- |

| English: |
| --- |

If applicable, indicate any change to the official degree title as it appears on the transcript.

| French: |
| --- |

| English: |
| --- |

1. Provide a justification for the proposed minor modifications.
2. Please indicate if the minor modifications proposed have an impact on any of the following aspects. Select all that apply from the checklist below and provide a detailed explanation of the impact in the box below the checklist.

[ ] Existing programs in the Faculty of in other Faculties

(*if so, attach any documents in Appendix 3 showing that all affected stakeholders have been consulted regarding the proposed changes*)

[ ] Program structure

*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.*

*If the proposed minor modification includes the addition of a course offered by another Faculty or academic unit within the same Faculty, a confirmation from the Vice-Dean of that Faculty that a sufficient number of places will be allocated must be appended.*

[ ] Students (new or already admitted in the program, i.e. any grandfather clause or measures necessary due to the proposed changes)

[ ] Resources (space, teaching, material or financial)

*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.*

Please provide a detailed explanation of the impact.

**APPENDICES**

**APPENDIX 1:** Comparative tableof proposed modifications to calendar text (current vs. proposed) in English and French

**Français**

| **ANNUAIRE** (version actuelle) | **ANNUAIRE** (version proposée) |
| --- | --- |
| **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** (current version) | **CALENDAR TEXT** (proposed version) |
| --- | --- |
| **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.