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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):**

**Microprogram in** *Click or tap here to enter text.*

#  Approvals

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Academic unit:

Verification with the Curriculum Management team:

Faculty Council:

Report submitted to the Council on Undergraduate Studies or 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**

*Select Month*

*Select Year*

# Summary

| *Please describe briefly (50 words maximum) the proposed microprogram.*We are proposing a Microprogram in *Click or tap here to enter text.* leading students to acquire specific skills in the disciplinary or interdisciplinary area *Click or tap here to enter text.* without requiring them to complete a full set of degree requirements. This microprogram is a form of academic micro-credential that can be recognized and stackable for a future degree program. |
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**Template for the creation of a microprogram**

1. Provide a detailed description of the proposed microprogram along with some background.

| The creation of the Microprogram in *Click or tap here to enter text.* will include the following set of courses or research activities, for a total of *Click or tap here to enter text.* units:The Microprogram in *Click or tap here to enter text.* will attract professional candidates working particularly in the fields of *Click or tap here to enter text.*. Students will deepen their knowledge in *Click or tap here to enter text.* fields, thereby enabling them to acquire new skills for professional and career enhancement purposes.The Microprogram in *Click or tap here to enter text.* can also be recognized and stackable within the Bachelor or Master program in *Click or tap here to enter text.*. |
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If applicable, indicate any change to the title of the degree conferred.

| French: N/A (student will not obtain a degree for a microprogram) |
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| English: N/A (student will not obtain a degree for a microprogram) |
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If applicable, indicate any change to the official degree title as it appears on the transcript.

| French: Microprogramme en *Click or tap here to enter text.* |
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| English: Microprogram in *Click or tap here to enter text.* |
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1. Provide a justification for the proposed microprogram.

| The creation of the Microprogram in *Click or tap here to enter text.* will allow us to optimize our program offerings and training opportunities to make them 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 a Bachelor, Master’s, or Graduate Diploma program.The creation of the Microprogram in *Click or tap here to enter text.* provides an opportunity to students to acquire specific skills or enhance competencies in the disciplinary or interdisciplinary area *Click or tap here to enter text.*.  |
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1. As applicable, describe the effects of the new microprogram on:

| 1. the strategic areas of focus for the University and the academic unit

The integration of microprograms to our program offerings is directly linked to the 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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| 1. the University’s mission with respect to bilingualism
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| 1. 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. If the microprogram is created jointly by two or more Faculties, provide proof that the other Faculties have agreed to the creation of the microprogram.* Students already admitted into the Bachelor *Click or tap here to enter text.* program or the Master in *Click or tap here to enter text.* program can complete the microprogram *Click or tap here to enter text.* on an optional basis and have these credits count towards the program requirements in view of obtaining the degree. |
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| 1. 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.**If the proposed microprogram 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 to this document.*Students participating in the Microprogram in *Click or tap here to enter text.* as a non-degree student must follow the following course sequence:The microprogram will be stackable for students admitted and registered in the Bachelor or Master’s in *Click or tap here to enter text.*.  |
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| 1. 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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| 1. the program’s administrative structure

Registration in the microprogram will be completed through the non-degree student registration process. In accordance with this process, the program director will be responsible for reviewing applications for registration. The administrative staff, already in place in the department, will provide the necessary administrative support to students.  |
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| 1. recruitment

The integration of the Microprogram in *Click or tap here to enter text.* will allow us to attract a different clientele, especially professionals in the field of *Click or tap here to enter text.*. |
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| 1. admission requirements

Students already admitted to a bachelor or 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: |

| 1. 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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| 1. students’ university experience

Students enrolling in the Microprogram in *Click or tap here to enter text.* will attend their courses or research activities with the students enrolled in the bachelor or master’s program, which will allow them to gain the same rich university experience as of our regular students.  |
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| 1. students already registered in the program and any necessary measures (*i.e. is a grandfather clause necessary?*)
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**APPENDICES**

**APPENDIX 1:** Calendar text

| **ANNUAIRE (version française)** | **CALENDAR TEXT (English version)** |
| --- | --- |
| **SURVOL****EXIGENCES D’ADMISSION** Le processus d’inscription au microprogramme dépend de votre statut d’étudiante ou étudiant.**Étudiante ou étudiant régulier au premier cycle**Une étudiante ou un étudiant régulier au premier cycle est une personne qui est admise à un programme d'études menant à un grade, certificat ou diplôme de premier cycle de l'Université d'Ottawa, et qui est inscrite à un ou plusieurs cours de ce programme.Si vous êtes admise et inscrite ou admis et inscrit dans un programme de premier cycle et désirez y ajouter un microprogramme, communiquez avec le bureau des études de premier cycle de votre faculté (ajouter l’adresse courriel @uottawa.ca).**Étudiante ou étudiant régulier aux études supérieures**Une étudiante ou un étudiant régulier aux études supérieures qui souhaite poursuivre un microprogramme d'études supérieures doit d’abord être admis à son programme d'études supérieures avant de s'inscrire de façon additionnelle à un microprogramme. Si vous êtes admise et inscrite ou admis et inscrit dans un programme d’études supérieures et désirez y ajouter un microgramme, communiquez avec le [bureau des études supérieures](https://www.uottawa.ca/etudes-superieures/coordonnees) de votre faculté (ajouter l’adresse courriel @uottawa.ca).**Étudiante ou étudiant libre**Une étudiante ou un étudiant qui poursuit un microprogramme au premier cycle ou aux études supérieures sans être admis ou sans avoir l'intention de compléter un programme de premier cycle ou d'études supérieures doit obtenir l'approbation préalable de l'unité académique offrant le microprogramme au premier cycle ou aux études supérieures. L’étudiante ou l’étudiant doit satisfaire les critères d’admissibilité suivants :* Baccalauréat
* Moyenne de ….
* **….**

Si vous désirez suivre le Microprogramme *Click or tap here to enter text.* sans être inscrite ou inscrit à un programme de premier cycle ou d’études supérieures, envoyez un courriel au bureau des études de premier cycle ou au bureau des études supérieures (ajouter l’adresse courriel @uottawa.ca) de la faculté en y joignant les documents suivants : * Curriculum vitae
* Copie de tous les relevés de notes des universités que vous avez fréquentées
* Ajouter tout autre document additionnel requis pour le microprogramme

**EXIGENCES DU PROGRAMME**L’étudiante ou l’étudiant doit satisfaire aux exigences suivantes : | **OVERVIEW****ADMISSION REQUIREMENTS** The registration process for a microprogram depends on your student status.**Undergraduate regular student**An undergraduate regular student is a person who has been admitted to a program of study leading to an undergraduate degree, diploma, or certificate at the University of Ottawa, and who is registered for one or more courses in that program.If you have already enrolled in an undergraduate studies program and would like to add a microprogram to your program of study, contact your Faculty’s undergraduate studies office (X@uottawa.ca).**Regular graduate student** A regular graduate student wishing to pursue a graduate microprogram must first be admitted to their graduate program before they additionally enroll in a graduate microprogram identified within their existing program.If you have already enrolled in a graduate studies program and would like to add a microprogram to your program of study, contact your Faculty’s Graduate Studies Office at (X@uottawa.ca). **Non-degree student** A student pursuing an undergraduate or graduate microprogram, without being admitted to or intending to complete an undergraduate or graduate program, must obtain the prior approval of the academic unit offering the undergraduate or graduate microprogram. Students must meet the following eligibility:* Bachelor
* Average X
* ….

If you would like to enroll in a microprogram without being admitted in an undergraduate or graduate studies program, send an email to the undergraduate or graduate studies office (X@uottawa.ca) of the Faculty and include the following documents:  * CV
* Copies of transcripts from all universities you have attended
* Add any additional documents requested for the microprogram

**PROGRAM REQUIREMENTS**Students must meet the following 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 the creation of a microprogram 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). (see questions 3c and 3d)

**APPENDIX 4:** If the creation of the microprogramproposed affects 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. (see question 3e)