POLICY STATEMENT

I. SCOPE

This policy governs changes to existing minors, degree programs, programs of specialization and graduate diplomas at the Masters and Doctoral level\(^1\), including those programs offered jointly with other post-secondary institutions, recognizing that the university must be responsive to professional developments and advances in disciplinary knowledge. This applies to all programs, whether offered in full, in part, or in partnership with any other postsecondary institution.

II. DEFINITIONS

Major Modifications: Substantial changes in program requirements from those which existed at the time of the previous periodic program review, significant changes to program learning outcomes, or a significant change to the faculty engaged in delivering the program and/or to the essential resources, such as when there is a change in mode(s) of delivery (e.g. online delivery or institutional collaboration).

Examples of major modifications are provided in Appendix A of this policy.

Minor Modifications: Changes which are not considered major modifications, such as: changes in course description, title or requisites; alteration to the number of course hours; repositioning of a course in a curriculum; adding or deleting a required course; changes in course weight; change in mode of a single course delivery; reconfiguration or minor changes to courses in a Minor; change in admission policy; variation in policy for grading, promotion, graduation or academic standing; or change in program name and/or degree designation.

III. AUTHORITY

Vice Provost Academic: Where necessary, the Vice Provost Academic has final authority to determine if a modification is considered major or minor.

Major Modifications: Major Modifications must first be approved by Department/School Councils, Chairs/Directors and Deans (including Dean of the Yeates School of Graduate Studies for graduate programs and graduate diplomas), and then submitted to either the Academic Standards Committee (ASC), in the case of undergraduate programs, or the Yeates School of Graduate Studies Council (YSGSC), for graduate programs and graduate diplomas, for its review and recommendation to Senate with respect to approval. For the addition of a new field to an existing graduate program, Expedited Approval of the

\(^1\) At Ryerson, graduate diplomas are referred to as Professional Masters Diplomas or Professional Doctoral Diplomas, as appropriate.
Ontario Universities Council on Quality Assurance is required.

Proposals must also include a statement on any additional resources that will be required (e.g. faculty, space, technology) and the Degree Level Expectations\(^2\) which will be affected, if any. Reference must be included to any related changes that had occurred since the last program review.

**Minor Modifications:** Minor Modifications require Department/School Council, Chair/Director and Decanal approval (including the Dean of Graduate Studies for graduate programs and graduate diplomas). Consultation with other affected departments/schools/programs, including the Chang School of Continuing Education and the library, where relevant, is required. A statement of any changes in resource requirements is also required.

Information with appropriate sign-offs is forwarded for implementation as per Procedures, and changes are sent to Senate for information.

**Senate:** Senate has the ultimate authority to approve Major Modifications to curriculum, and may discuss and act upon any Minor Modification brought for information.

**Disputes:** If there is a disagreement within a department/school/program, or between departments/schools/programs with respect to any curriculum modification, the relevant Dean(s) shall decide how to proceed. Should there be a disagreement between Deans or between a Dean and a Department/School/Program or Faculty Council, the Vice Provost Academic shall decide how to proceed.

**IV. PROCEDURES**

Procedures related to this policy will be developed and reviewed annually by the Chairs of the ASC, YSGS and delegates from the Registrar’s Office and the Yeates School of Graduate Studies. These procedures will incorporate the process for undergraduate and graduate calendar changes.

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\(^2\) Degree Level Expectations for graduate and undergraduate programs have been established by the Ontario Council of Academic Vice-Presidents (OCAV). A list of the DLEs can be found appended to Senate Policies 112 and 127. Programs establish their program outcomes based on these.
APPENDIX A
EXAMPLES OF MAJOR MODIFICATIONS

Requirements that differ significantly from those existing at the time of the previous cyclical program review
- The merger of two or more programs
- New bridging options for college diploma graduates
- Significant change in the laboratory time of an undergraduate program
- The introduction or deletion of an undergraduate thesis or capstone project
- The introduction or deletion of a work experience, co-op option, internship or practicum, or portfolio
- At the master’s level, the introduction or deletion of a research project, research essay or thesis, course-only, co-op, internship or practicum option
- The creation, deletion or re-naming of a field in a graduate program
- Any change to the requirements for graduate program candidacy examinations, field studies or residence requirements
- Major changes to courses comprising a significant proportion of the program.

Significant changes to the learning outcomes
- Changes to program content, other than those listed in a) above, that affect the learning outcomes, but do not meet the threshold for a ‘new program’

Significant changes to the faculty engaged in delivering the program and/or to the essential resources such as when there have been changes to the existing mode(s) of delivery (e.g. online delivery or inter-institutional collaboration)
- Changes to the faculty delivering the program: e.g. a large proportion of the faculty retires; new hires alter the areas of research and teaching interests
- The establishment of an existing degree program at another institution or location
- The offering of an existing program substantially online where it had previously been offered in face-to-face mode, or vice versa
- Change to full- or part-time program options, or vice versa
- Changes to the essential resources, where these changes impair the delivery of the approved program
PROCEDURES FOR SUBMISSION OF UNDERGRADUATE CURRICULUM MODIFICATIONS AND CALENDAR CHANGES

Forms, time lines and complete submission instructions can be found at www.ryerson.ca/calendar/edit.
Please note that handwritten submissions will not be accepted.

MINOR MODIFICATIONS

CATEGORY 1 MODIFICATIONS
Description: Category 1 Modifications typically include:
- course description, title, and requisite changes; and/or
- minor alterations in course hours with a cumulative change of two hours or less for a single-term course, or four hours or less for a multi-term course.

Consultation: Undergraduate Publications as needed
Required approvals: Teaching Department/School.
Form to be completed: Course Change Form – Active Courses (UCCF–A)
Where to Submit: Undergraduate Publications, POD 362.
Submission Deadline: First Friday after October Senate meeting (See time line)

CATEGORY 2 MODIFICATIONS
Description: Category 2 Modifications include:
- course repositioning, additions, deletions;
- significant changes in course hours with a cumulative change of three hours or more for a single-term course or five hours or more for a multi-term course;
- mode of delivery and course weight variations; and/or
- minor changes to existing Minors (i.e., deleting one course and adding another; re-configuration of required and elective courses).

Required Consultation:
Undergraduate Publications must be consulted early in the process to ensure that possible issues regarding the affect of the change on students in each year of the program and out-of-phase students are considered.

Required approvals:
- Department/School Council of the Teaching Department/School;
- Dean of the Teaching Department/School; and
- Department/School Council(s) and the Dean(s) of the affected Program Department(s)/School(s).

Forms to be completed:
- Course Change Form – Active (UCCF–A) for changes to active courses and/or
- Course Change Form – New (UCCF–N) for the introduction of a new course

- Approvals and Consultations Form (UAAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.
  - Subject Librarian regarding library resource needs/changes.
  - Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
  - Chang School courses affected; if any, consultation with the relevant Chang School Program Director, School Council and Dean are required.
  - Deleting a course identified as “Required” in another program’s curriculum; if any, that program’s Chair/Director, Departmental/School Council and Dean must approve the deletion.
  - Deleting an elective course in another program’s curriculum; if any, there must be consultation with that program.
  - Minor – if a change affects a Minor, the programs which are affected by the change must be notified.
Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs

- Course Change Summary Form (UCCS)
  - Summarizes all significant course changes for the 2011/12 academic year.
  - Every course listed in a UCCS form must have a corresponding UAAC form.

Where to Submit: .......................... Undergraduate Publications, POD-362
Submission Deadline: .......................... First Friday after October Senate meeting (See time line)
Last possible submission date to implement following year: Second week of October (See time line)

CATEGORY 3 MODIFICATIONS
Description: Category 3 Modifications include:
- change in admission requirements or variation in policy on grading, promotion, graduation, or academic standing;
- new Minors and substantial changes to existing Minors; and/or
- changes to program name and/or degree designation with applicable implementation date with provisions for retroactivity.

Required Consultations:
Consultation with Undergraduate Publications and with the Chair of the Academic Standards Committee (ASC) is required early in the development process, and should continue as needed during proposal development.

Required approvals:
- Department/School Council of the Teaching Department/School;
- Dean of the Teaching Department/School;
- Department/School Council(s) and the Dean(s) of the affected Program Department(s)/School(s); and
- Senate. ASC evaluates the proposal and submits its recommendation to Senate.

Forms and Documents to be completed:
- Course Change Form – Active (UCCF–A) and/or
- Course Change Form – New (UCCF-A)
  - Although the complex change may not yet be approved, these forms must be completed and submitted to Undergraduate Publications by the deadline date.
- Approvals and Consultations Form (UAAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.
  - Changing School courses affected; if any, consultation with the relevant Chang School Program Director, School Council and Dean are required.
  - Deleting a course required in another program’s curriculum; if any, that program’s Chair/Director, Departmental/School Council and Dean must approve the deletion.
  - Deleting an elective course in another program’s curriculum; if any, there must be consultation with that program.
  - Minor – if a change affects a Minor the programs which are affected by the change must be notified.
- Proposed curricular structure in Calendar format (UCAL): Proposed curricular structure in Calendar format, submit by the deadline date to Undergraduate Publications.
- Proposal
  - Changes in admission, promotion grading graduation, or academic standing policy: Include copies of both the existing and the proposed policy, identifying the changes, and the rationale for them.
  - New Minors and changes to existing Minors: Include a rationale for the Minor and its curriculum. Cumulative academic development should be demonstrated and academic/learning objectives should be articulated.
  - Changes to program name and/or degree designation: Include an explanation of why the current designation is inappropriate and why the proposed designation is preferable; designations used by comparator programs; comparison to the admissions requirements and curriculum of programs using the proposed designation; confirmation of recognition of the proposed designation by industry and/or relevant professions; where relevant, views of alumni and current program students; and provisions for retroactivity.

Category 3: Where to Submit and Submission Deadlines
<table>
<thead>
<tr>
<th>Submit to</th>
<th>Documents</th>
<th>Final Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Vice Provost, Academic</td>
<td>- Twenty hard copies and an electronic copy of the proposal&lt;br&gt;- A copy of the completed UAAC Form&lt;br&gt;- At least one week prior to consideration by the ASC.</td>
<td>Last week of June</td>
</tr>
<tr>
<td>Undergraduate Publications</td>
<td>UCCF-A/N, UAAC and UCAL forms</td>
<td>First Friday after October Senate meeting</td>
</tr>
</tbody>
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Due to their large workload, ASC cannot guarantee that curriculum and program changes submitted after the June deadline will be discussed in time for approval at the following November Senate meeting, but will make every attempt to do so where possible. Changes submitted by the deadline will be given priority. Approval at the November meeting is required for Calendar implementation in the following year.

MAJOR MODIFICATIONS

Description: Substantial changes in program requirements from those which existed at the time of the previous periodic program review, significant changes to program learning outcomes, or a significant change to the faculty engaged in delivering the program and/or to the essential resources, such as when there is a change in mode(s) of delivery (e.g. online delivery or institutional collaboration).

Examples of major modifications are provided in Appendix A of policy 127. Please consult the Vice Provost Academic for further clarification:

Approvals and Consultations Form (UAAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.

- Subject Librarian regarding library resource needs/changes.
- Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.

Proposed curricular structure in Calendar format (UCAL): Proposed curricular structure in Calendar format, submit by the deadline date to Curriculum Advising

Proposal: Include any of the following items which pertain:
1. an introductory summary of the proposed changes and a rationale for them in light of stated program objectives;
2. an indication of those changes which are the result of a previous periodic program review;
3. an indication of what additional resources are required, including space, faculty and staff;
4. a list or table permitting easy comparison of existing and amended programs by semester and year, including course numbers and titles, course hours in lecture, lab or studio, and course designation by program categories (professional, professionally-related and liberal studies);
5. if there are changes to electives, rationale for change and indication of actual availability of electives;
6. calendar format description of new or amended courses;
7. a statement of program balance (among professional/professionally-related, and liberal studies) for existing and amended programs;
8. an indication of how and when changes will be implemented;
9. a summary of implications for external recognition and/or professional accreditation;
10. in the case of extensive changes, a summary of views of the Advisory Council; and
11. the effect upon the program’s Degree Level Expectations, if any.

Where to Submit and Submission Deadlines

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Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs

Undergraduate Curriculum Modifications: Approvals and Consultations (UAAC)
To be submitted for Category 2, Category 3 and Major Modifications

SCHOOL/DEPARTMENT INITIATING THE MODIFICATION: ______________________________________________________

List the courses that following approvals, consultations and additional information refers to: i.e. HST 508, HST 405.

1. LIBRARY CONSULTATION
Many types of course/program modifications have implications for Library resources. In such cases, consultation with the subject librarian is to take place before a modification form is submitted.

1a. Are there serious deficiencies in current Library resources available to support this change? ........................................
Yes  No

1b. If so, how will these be rectified?

Name of subject area librarian ________________________________________________
Date(s) of consultation _________________

2. ADDITIONAL RESOURCES REQUIRED?

2a. Are additional resources (e.g., faculty, space, technology) required to implement and sustain the proposed changes ...........
Yes  No

2b. If yes, specify course(s) requiring the resources.

3. CONTINUING EDUCATION COURSES AFFECTED?

3a. Is there a Chang School Offering? .................................................................
Yes  No

3b. Are any Chang School courses and/or Certificate programs affected by this change?
...........................................................................................................
Yes  No

3c. If yes, specify course and obtain Chang School approval below:

4. MINORS AFFECTED?

4a. Are any Minors affected by this change? ..........................................................
Yes  No

4b. If yes, specify Minor and course(s) and obtain the approval of the Program that oversees the Minor below:

5. UNDERGRADUATE PUBLICATIONS AND ACADEMIC STANDARDS COMMITTEE CONSULTATION

5a. Undergraduate Publications for significant and Category 3 and Major Modifications ...........................................
Yes  No

5ab Academic Standards Committee for Category 3 and Major Modifications ...................................................
Yes  No

6. APPROVALS and SIGNATURES

- All Category 2, Category 3 and Major Modifications require the approval of the Teaching Department, their Department/School Council and their Dean.
- The approval of other Program Departments, their Department/School Council and their Dean may also be required.
- Approval by the Chang School is required only if the proposed changes directly affect Chang School offerings or the changes are initiated by The Chang School.

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SCHOOL/DEPARTMENT INITIATING THE COURSE CHANGE: ________________________________

DATE of SUBMISSION: ________________
PROCEDURES FOR SUBMISSION OF
GRADUATE CURRICULUM MODIFICATIONS
AND CALENDAR CHANGES

Forms, time lines and complete submission instructions can be found at
www.ryerson.ca/graduate/TBA

Where to submit:
All graduate curriculum and calendar changes must be submitted to the office of the YSGS Associate Dean Students and Programs YDI 1121.

Submission Deadlines:
- First week in October (For Winter term changes)
- First week of February (For Spring/Summer term changes)
- First week of April (For Fall term changes)

Required Consultation:
The Associate Dean Students and Programs, YSGS, should be consulted early in the process to ensure that possible issues regarding the affect of the change on current and incoming students are considered.

MINOR MODIFICATIONS

CATEGORY 1 MODIFICATIONS
Description: Category 1 Modifications typically include:
- course description, title, and requisite changes;
- minor alterations in course hours with a cumulative change of two hours or less for a one credit course or four hours or less for a two credit course.

Required approvals:
- Graduate Program

Forms to be completed:
- Graduate course Change form – Active Courses (GCC-A)
- Graduate Course Change Summary form (GCCS)
  - Summarizes all course changes for the term submitted
  - Every course listed in a GCCS form must have a corresponding GCC form

CATEGORY 2 MODIFICATIONS
Description: Category 2 Modifications include:
- course repositioning, additions, deletions;
- significant changes in course hours with a cumulative change of three hours or more for a one-credit course or five hours or more for a two or more credit course;
- mode of delivery and course weight variations;

Required approvals:
- Department/School/Program Council;
- Dean of the teaching Department(s)/School(s);
- the Dean of YSGS

Forms to be completed:
- Graduate Course Change form – Active (GCC–A) or - New (GCC–N)
  - for changes to active or the introduction of new courses respectively
- Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.
  - Subject Librarian: regarding library resource needs/changes.
Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs

- Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
- Deleting an elective course in another program’s curriculum: there must be consultation with that program.

- Graduate Course Change Summary form (GCCS)
  - Summarizes all course changes for the term submitted.
  - Every course listed in a GCCS form must have a corresponding GCC-A or -N form.

CATEGORY 3 MODIFICATIONS
Description: Category 3 Modifications include:
- change in admission policies or variation in policy on grading, promotion, graduation, or academic standing;
- new Fields and substantial changes to existing Fields;
- changes to program name and/or degree designation with applicable implementation date;

Required approvals:
- Department/School/Program Council;
- Department/School Council(s) and the Dean(s) of affected Program(s)/Department(s)/School(s);
- Dean of YSGS
- Senate, for information.

Forms and Documents to be completed:
- Proposal
  - Changes in admission, promotion, grading, graduation, or academic standing policy: Include copies of both the existing and the proposed policy, identifying the changes, and the rationale for them.
  - Changes to program name and/or degree designation: Include an explanation of why the current designation is inappropriate and why the proposed designation is preferable; designations used by comparator programs; comparison to the admissions requirements and curriculum of programs using the proposed designation; confirmation of recognition of the proposed designation by industry and/or relevant professions; where relevant, views of alumni and current program students;
  - Provisions for retroactivity.

- Proposed curricular structure in Calendar format (GCAL): Proposed curricular structure in Calendar format

- Graduate Course Change form – Active (GCC–A) or - New (GCC–N)
  - for changes to active or the introduction of new courses respectively
  - Although the change is not yet approved, these forms must be completed and submitted by the deadline date.

- Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.
  - Subject Librarian: regarding library resource needs/changes.
  - Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
  - Deleting an elective course in another program’s curriculum: there must be consultation with that program.

- Graduate Course Change Summary form (GCCS)
  - Summarizes all course changes for the term submitted.
  - Every course listed in a GCCS form must have a corresponding GCC-A or -N form.

MAJOR MODIFICATIONS

Description: Substantial changes in program requirements from those which existed at the time of the previous periodic program review, significant changes to program learning outcomes, or a significant change to the faculty engaged in delivering the program and/or to the essential resources, such as when there is a change in mode(s) of delivery (e.g. online delivery or institutional collaboration).

Examples of major modifications are provided in Appendix A of policy 127. Please consult the Dean of Graduate Studies, and, if necessary, the Vice Provost Academic for further clarification
Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs

Required approvals:
- Department/School/Program Council;
- Department/School Council(s) and the Dean(s) of affected by the change(s)
- YSGS Programs and Planning Committee
- YSGS Graduate Council
- Senate.

Forms and Documents to be completed:
- Proposal: Include any of the following items which pertain:
  12. an introductory summary of the proposed changes and a rationale for them in light of stated program objectives;
  13. a list or table permitting easy comparison of existing and amended programs by semester and year (if appropriate), including course numbers and titles, and course hours in lecture, lab or studio;
  14. if there are changes to electives, rationale for change and indication of actual availability of electives;
  15. calendar format description of new or amended courses;
  16. an indication of how and when changes will be implemented, including retroactivity;
  17. a summary of implications for external recognition and/or professional accreditation;
  18. effect upon the program's Degree Level Expectations, if any.

- Proposed curricular structure in Calendar format (GCAL): Proposed curricular structure in Calendar format

- Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.
  - Subject Librarian: regarding library resource needs/changes.
  - Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs

Graduate Approvals and Consultations (GAC)
To be submitted for Minor Modifications (Categories 2 and 3) and Major Modifications

GRADUATE PROGRAM INITIATING THE MODIFICATION: ____________________________________________________________

List the courses that the following approvals, consultations and additional information refers to: i.e. EE8901, CC8620

<table>
<thead>
<tr>
<th>1. LIBRARY CONSULTATION</th>
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<tbody>
<tr>
<td>Many types of course/program modifications have implications for Library resources. In such cases, consultation with the subject librarian is to take place before a modification form is submitted.</td>
</tr>
<tr>
<td>1a. Are there serious deficiencies in current Library resources available to support this change? ☐ Yes ☐ No</td>
</tr>
<tr>
<td>1b. If so, how will these be rectified? Name of subject area librarian ___________________________ Date(s) of consultation __________________________</td>
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<tr>
<th>2. ADDITIONAL RESOURCES REQUIRED?</th>
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<tbody>
<tr>
<td>2a. Are additional resources (e.g., faculty, space, technology) required to implement and sustain proposed changes? ☐ Yes ☐ No</td>
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<tr>
<td>2b. If yes, specify course(s) requiring the resources.</td>
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<tr>
<th>3. CONSULTATION</th>
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<tbody>
<tr>
<td>3a. Director of Graduate Academic Administrative Services ................................................................. ☐ Yes ☐ No</td>
</tr>
<tr>
<td>3b. Programs and Planning Committee ............................................................... ☐ Yes ☐ No</td>
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<th>4. APPROVALS and SIGNATURES</th>
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GRADUATE PROGRAM INITIATING CHANGE: ____________________________________________

DATE of SUBMISSION: ____________________________________________________________

## MINOR MODIFICATIONS – CATEGORY 1

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## MINOR MODIFICATIONS – CATEGORY 3

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## MAJOR MODIFICATIONS

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