Major Modifications to an Existing Graduate Program
(Do Not Require External Consultants)

Major Modifications are significant changes to the program milestones, which may include:
- o Introduction of a thesis requirement
- o Introduction of a practical experience requirement
- o Introduction of a course-based option into a thesis-based program
- o Introduction of a new field
- o Renaming or eliminating a field

Contents of the Submission:
(Fillable form with relevant details attached)

- o Provide an overview of the program and describe the changes being proposed
- o Provide a rationale for the changes
- o Describe how the change will be introduced - note whether changes affect students currently in the program, or only those admitted following the change
- o Include, as relevant, reference to:
  - Learning outcomes
  - Resources
  - Changes to expected time-to-completion

Include only the sections/components below that are relevant to, or impacted by, the changes proposed

Objectives of the program
- o Fit with University's mission and academic plan
- o Appropriateness of requirements and learning outcomes in relation to "*Graduate Degree Level Expectations*"
- o Anticipated employment or post-graduate study opportunities

Admission requirements
- o Additional requirements (e.g., additional languages, portfolios, auditions)

Curriculum - Structure and regulations
- o Course requirements
- o Progression requirements
- o Timeline for milestones
- o Rationale for program length

Curriculum - Program content
- o Courses
- o Milestone requirements
- o Unique or innovative aspects
- o Nature and appropriateness of research requirements
- o Evidence that 2/3 of course content is clearly at the graduate level

Mode of delivery
- o Appropriate for Degree Level Expectations

Assessment of teaching & learning
- o Assessing achievement of Degree Level Expectations

Student Funding

o   Note any changes to student funding levels or practices
Resources
o   Adequacy of unit's human, physical and financial resources
o   Commitment to support the program
o   Participation of sufficient qualified faculty members
o   Evidence of sufficient funding to support students and research
o   Evidence of how supervisory loads will be distributed
o   Evidence of how qualifications to supervise will be determined and evidence of the supervisory levels of the faculty members
o   Evidence of appropriate library resources
o   Evidence of appropriate lab/research facilities/resources
Quality Enhancements
o   Initiatives to enhance the quality of the program and/or enrich the experiences of students
o   Innovative aspects of the program
Process:
Internal
o   It is recommended that the individual with primary responsibility for preparing the consult with the relevant Co-Chair of SUPR-G before beginning the process
o   Brief submitted to SUPR-G
o   SUPR-G will review the proposed changes (if the proposed changes are extensive, SUPR-G may assign two internal reviewers to conduct a detailed review, which may include consultation with the program) and make one of the following recommendations to SCAPA:
•   Approval to proceed
•   Approval to proceed, with report
•   Not approved to proceed
o   In addition to the recommendation, SUPR-G will provide SCAPA with a summary and recommendations
o   Simultaneously, SUPR-G provides the program with its summary and recommendations
o   SCAPA reviews the documentation from SUPR-G and makes a recommendation to Senate
o   Prior to making a recommendation, SCAPA may invite a representative from the program (e.g., the Department Chair, the Dean) to attend a meeting of SCAPA to provide additional information
o   Senate votes on the recommendation and conveys the outcome to the Provost
o   The Provost reviews the budgetary implications associated with the changes and provides budgetary approval
o   A summary of the major modification is reported to the Quality Council
External
o   The Quality Council receives a brief summary report of the major modification as part of an annual report or modifications
Process for "With Report" Appraisals
o   The report is submitted to SUPR-G

- o SUPR-G makes one of the following recommendations to SCAPA:
  - Approved to continue without condition
  - Approved to continue, but additional information and report required
  - Required to suspend admissions for a minimum of two years; specified conditions must be met before admissions can resume
- o SCAPA, prior to making its recommendation, may invite a representative of the program to a meeting of SCAPA to provide more information or clarification
- o SCAPA reports to Senate the outcome and recommendation following the review of the program's report

Summary of Steps:

Internal University Process

1) Develop brief for proposed change to the program
2) Submit the brief to SUPR-G
3) SUPR-G reviews the proposed changes and makes a recommendation to SCAPA (if the proposed changes are extensive, SUPR-G may assign two internal reviewers to conduct a detailed review, which may include consultation with the program)
4) SCAPA makes a recommendation to Senate and Senate approves the change
5) The Provost provides budgetary approval
6) The program implements the change

External Process

7) The Provost's Office submits an annual report to the Quality Council, listing the program changes approved by the University.