### Major Modifications to an Existing Graduate Program

**(Do Not Require External Consultants)**

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

### Contents of the Submission:

*(Fillable form with relevant details attached)*

- Provide an overview of the program and describe the changes being proposed
- Provide a rationale for the changes
- Describe how the change will be introduced - note whether changes affect students currently in the program, or only those admitted following the change
- 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
- Fit with University’s mission and academic plan
- Appropriateness of requirements and learning outcomes in relation to “Graduate Degree Level Expectations”
- Anticipated employment or post-graduate study opportunities

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

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

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

#### Mode of delivery
- Appropriate for Degree Level Expectations

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

#### Student Funding
- Note any changes to student funding levels or practices

### Resources
- Adequacy of unit's human, physical and financial resources
- Commitment to support the program
- Participation of sufficient qualified faculty members
- Evidence of sufficient funding to support students and research
- Evidence of how supervisory loads will be distributed
- Evidence of how qualifications to supervise will be determined and evidence of the supervisory levels of the faculty members
- Evidence of appropriate library resources
- Evidence of appropriate lab/research facilities/resources

### Quality Enhancements
- Initiatives to enhance the quality of the program and/or enrich the experiences of students
- Innovative aspects of the program

### Process:

#### Internal
- 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
- Brief submitted to SUPR-G
- 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
- In addition to the recommendation, SUPR-G will provide SCAPAs with a summary and recommendations
- Simultaneously, SUPR-G provides the program with its summary and recommendations
- SCAPAS reviews the documentation from SUPR-G and makes a recommendation to Senate
- Prior to making a recommendation, SCAPAs may invite a representative from the program (e.g., the Department Chair, the Dean) to attend a meeting of SCAPAs to provide additional information
- Senate votes on the recommendation and conveys the outcome to the Provost
- The Provost reviews the budgetary implications associated with the changes and provides budgetary approval
- A summary of the major modification is reported to the Quality Council

#### External
- 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
- The report is submitted to SUPR-G
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

SCAPA, prior to making its recommendation, may invite a representative of the program to a meeting of SCAPA to provide more information or clarification.

SCAPA reports to Senate the outcome and recommendation following the review of the program’s report.

Summary of Steps:

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<tr>
<th>Internal University Process</th>
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<td>1) Develop brief for proposed change to the program</td>
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<td>2) Submit the brief to SUPR-G</td>
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<tr>
<td>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)</td>
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<td>4) SCAPA makes a recommendation to Senate and Senate approves the change</td>
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<td>5) The Provost provides budgetary approval</td>
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<td>6) The program implements the change</td>
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<th>External Process</th>
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<td>7) The Provost’s Office submits an annual report to the Quality Council, listing the program changes approved by the University.</td>
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