**Template for Major Modifications to Graduate Program**

*Prior to filling out the document, please contact Candace Loosley, Administrative Coordinator, School of Graduate and Postdoctoral Studies (e-mail:* [*cloosley@uwo.ca*](mailto:cloosley@uwo.ca)*) to ensure that the correct process and templates are being utilized.*

**Steps Preceding Submission of a Major Modification**

The following are the required approval steps to make major modifications to a graduate program. These changes may include course or milestone requirements, changes to fields or specializations, or the introduction of a new curricular option, such as an experiential learning component.

1. **SGPS consultation**: A department/school representative (Graduate Chair/Associate Dean Graduate) seeking to make program/course changes contacts SGPS (Candace Loosley) to discuss the proposed changes, confirm whether changes are major or minor, and to avoid implementation issues early in the approval process. This will be a meeting of program and Faculty representatives with SGPS. The SGPS consultation reviews all required implementation steps (e.g., further required consultations, documentation, academic requirements, etc.).
2. **Complete required documentation and submit to SGPS for review**: Prior to the department/school initiating the formal request for approval, a department/school representative completes the required documentation outlining the proposed changes and submit it to SGPS for review. SGPS will confirm Faculty endorsement (by Dean/ ADG) and advise of any feedback.
3. **Obtain Department/School/Faculty approvals, notify SGPS of approval status**: The department/school representative then submits the proposed modification to their department/school/Faculty approval committee(s), notifies SGPS once all approvals have been obtained and submits the proposed major modification document to SGPS.
4. **SUPR-G approval**: SGPS Administrative Coordinator submits the proposed major modification to the University Secretariat for inclusion on the Subcommittee Program Review - Graduate (SUPR-G) agenda for approval. The Graduate Chair/Graduate Associate Dean is asked to speak to the proposed modification at the SUPR-G meeting and address any questions from the committee. Additionally, a program representative typically is asked to be available should the SUPR-G committee have more program-specific questions.
5. **ACA/Senate approval**: After SUPR-G approval, the Major Modification proposal is recommended to the Senate Committee on Academic Curriculum and Awards(ACA) for recommendation to Senate as per the Western University IQAP.

**Major modifications considerations**

* If the proposed modification has any budgetary implications, e.g. change in tuition, supplementary fees, OSAP eligibility, program enrolment, or requires additional resources (such as, faculty/staff hiring, additional space, etc.), please consult with your Dean’s Office.
* Assess the impact the proposed modification will have on the existing students in the program.
* Ensure the proposed modification is aligned with the relevant program-level learning outcomes. If program-level learning outcomes are changed due to the proposed modification, describe the changes.
* When introducing new fields of research/specialization, provide evidence to indicate program expertise in this area and the availability of supporting resources.
* When introducing new courses/milestones, provide details on how they map to program learning outcomes.
* Ensure all appropriate groups/partners/units are consulted. *(see consultation guidelines below for more details)*

**Consultation Guidelines**

**Internal Consultation:**

* Program Faculty and Staff: Consult with faculty members and staff within the department or program who are directly involved in the delivery and administration of the graduate program.
* Graduate Students: Involve graduate students in the consultation process to gather their perspectives and feedback on proposed modifications. This can be done through representatives from the graduate student association or directly with students.

**External Consultation:**

* Other Academic Departments or Programs: Seek input from relevant academic departments or programs within the University, especially if the proposed modifications may have interdisciplinary implications or affect other programs.
* Academic Units within the University: Consult with other academic units, such as centers or institutes, that may have an interest or investment in, or be impacted by, the proposed modifications.
* Alumni: Engage with alumni of the graduate program to gather insights and perspectives on the proposed changes, especially regarding the potential impact on graduates' careers and experiences.
* Employers and Industry Partners: Seek input from employers and industry partners who hire graduates from the program to understand their expectations and ensure alignment with workforce needs.
* Accrediting Bodies (if applicable): If the program is accredited by external bodies, consult with these bodies to ensure that proposed modifications comply with accreditation standards and requirements.
* Community Engagement (if applicable): If the graduate program involves community partnerships or engagement, consult with community organizations or community members to ensure that proposed modifications reflect community needs and priorities.

**Other University Partners:**

* [Centre for Teaching and Learning:](https://teaching.uwo.ca/curriculum/index.html) Seek assistance from CTL in articulating program learning outcomes, developing online/blended program delivery options, curriculum planning, surveys, course development, etc.
* [Office of Institutional Planning & Budgeting:](https://www.ipb.uwo.ca/ipbtest/) Seek input from IPB when making changes to length of program, degree designation or any changes that may impact tuition, OSAP eligibility or ancillary or other fees.
* [Western International](https://international.uwo.ca/): If the proposed modifications to the graduate program may impact international students, consult with Western International to gather their insights and perspectives on how these changes may affect international student experiences and needs.
* [Office of Indigenous Initiatives](https://indigenous.uwo.ca/): Consult with the Office of Indigenous Initiatives if the proposed modifications involve or impact any Indigenous aspect or Indigenous students.
* Consult with the [Office of EDI](https://www.edi.uwo.ca/) if the proposed modifications have any major EDI consideration.
* Legal Counsel: Seek legal advice through the [Office of the University Legal Counsel](https://www.uwo.ca/vpfinance/legalcounsel/index.html) if the proposed modifications have legal implications, such intellectual property considerations.
* Educational Consultants (as appropriate): Consider engaging educational consultants or experts in curriculum development and program evaluation to provide specialized guidance on the proposed modifications.

The consultation process may vary depending on the nature of the proposed modifications, the institutional context, and any relevant external requirements or accreditation standards. Therefore, it is advisable to review and follow the guidelines outlined in the [Quality Assurance Processes documents](https://www.uwo.ca/pvp/vpacademic/iqap/resources/westerns_institutional_quality_assurance_process.html) provided by Western University and reach out to SGPS with any questions.

**MAJOR MODIFICATION PROPOSAL**

**Program Name and Degree:**

*(as it appears on transcript)*

**Academic Unit:** *Insert name of Academic Unit submitting the proposal.*

**Faculty / School / Affiliate University College:** *Insert the name of the Faculty / School / Affiliate University College.*

**Primary Contact: (Name and title) Primary Contact:** *Include the name, role, unit, and email address.*

**Effective date:** *The date on which the proposed modification will be in-effect*

1. **Type of Modification: (please choose all that apply)**

Introduce:

☐ a new field

☐ a part-time, full-time option

☐ a course-based option

☐ a work-integrated learning outcomes (co-op, practicum, internship)

☐ a thesis requirement

☐ a major research paper

☐ create a new collaborative specialization

Change to:

☐ program name

☐ course / exam requirements

☐ field name

☐ mode of delivery

☐ method(s) of assessment

☐ program objective and / or program learning outcomes

☐ Merge two or more programs

Closure

☐ of a program

☐ of a field or curriculum option

☐ of a combined degree program

☐ of a collaborative specialization

☐ Other: add details below

1. A brief description of the proposed modification(s): Indicate the changes to be made (e.g. addition of a field of research/specialization, adding a new program requirement (course/milestone), deletion of a requirement, etc.):
2. **Resources:** Are there any new resources required to implement this modification? If yes, please provide details of these resources and confirmation of their allocation commitment (e.g. confirmation letter from the Department Chair or the Dean, as appropriate).
3. **Rationale:** A brief description of the rationale for the modification (e.g., explain how the proposed modification will improve the program and/or student learning?)
4. Provide a description of the current state of the program (in terms of the aspect under consideration) and a comparison to what the program will look like after the modification, highlighting the change. Present the changes in two columns: on the left, the current state and, on the right, the proposed change(s).

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| --- | --- |
| **Current program** | **Proposed Change(s)** |
|  |  |

1. **Program Learning Outcomes (PLOs)** If one or more of the PLOs are changed, attach updated Learning Outcomes (highlight additions and strikethrough deletions)

If PLOs are not changed, provide a brief explanation of how this major modification does not change any Program Learning Outcome.

1. How will these changes be evaluated:
2. Current students: Provide an explanation of how current students will be affected by the modification and a plan for ensuring current students are not negatively affected by the change.
3. Provide a description of how the modification may affect any other program(s) and students in other programs (e.g., how the modification may affect students in a collaborative or a joint program)
4. Evidence that all appropriate consultations have taken place and the proposed modification has appropriate internal approvals (List any departmental/faculty, affected program(s), and other groups identified in the consultation guidelines above, as appropriate. Include dates of internal approvals.)

|  |
| --- |
| **Signatures *(for file copy only)*** |

*Signatures indicate that the proposed Major Modification has been reviewed by the signatories and that the program has their support to move forward with the major modification.*

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Graduate Chair Date

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Graduate Associate Dean / Dean Date

## Implementation of changes

Following approval of the proposed major modifications at Senate, the SGPS Administration Coordinator will inform the program and Faculty. SGPS will update all information systems under SGPS management (SGPS website, application system, PeopleSoft, Graduate Course Management System, etc.) and coordinate program changes with other support units, as necessary (e.g. Office of the Registrar for program setup or academic plan changes). Graduate programs are responsible for updating their own websites and another documents.