**Template for Minor Modifications to Graduate Programs**

*Prior to filling out the document, please contact Julie Jordan, Program Design Coordinator, School of Graduate and Postdoctoral Studies (e-mail:* *julie.jordan@uwo.ca**) to ensure a Minor Modification is necessary to complete the proposed change.*

***What is a Minor Modification?***

**Changes to courses and/or curriculum that do not change the nature or essence of a program or the program-level learning outcomes.** Examples: new elective course, changes to an existing course (title, content, description, weight), other program changes that do not affect learning outcomes.

***Before proceeding please confirm:***

Are any of the proposed changes (i) additions or changes to current required courses, or (ii) an introduction of a new required course?

[ ]  Yes [ ]  No

Will current program-level learning outcomes be changed?

[ ]  Yes [ ]  No

If *Yes* to either question, a major modification is required.

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| **Name:** Grad Chair or Equivalent  | **Date:** Click or tap to enter a date. |
| **Program:** Example - Chemistry  | **Academic Unit, Faculty:** Example - Faculty of Science |
| **Effective Date:** Click or tap to enter a date. |  |

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| **Indicate the proposed changes (e.g. updating course description, deletion or addition of a course, etc.): [maximum one paragraph]** |
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| **What is the rationale for these changes? [maximum one paragraph]** |
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**Part 1 – New Graduate Course(s)**

To ensure timely approval of the minor modification, please fill in all information requested in the chart below.

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| **New Course** |
| **Subject** | Example - BIOCHEM |
| **Course Number** | Example - 9000 |
| **Short Title (30 characters max, must be in CAPS)**Appears on Transcripts | Click or tap here to enter text. |
| **Long Title (100 characters max, must be in CAPS)**Appears in the course catalog | Click or tap here to enter text. |
| **Course Description**Appears in the course catalog | Click or tap here to enter text. |
| **Course Weight** | Example – 0.5 |
| **Will the course be cross listed?**Senate academic policy on cross listing must be met:[Senate Academic Policies](https://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/coursenumbering.pdf) (page 6) | [ ]  Yes [ ]  NoPlease indicate the course subject and number for cross listing: Click or tap here to enter text. |
| **Does this course content relate to the United Nations Sustainability Development Goals (SDGs)? Indicate which SDGs course content relates to.**Please see:<https://sdgs.un.org/goals> | Click or tap here to enter text.Is the course content related to SDGs assessed?[ ]  Yes [ ]  No |

\*Please copy and paste this chart for each new course requested.

**Additional Documents:**

Course Syllabi must accompany this minor modification for all courses requested to be cross listed.

**Part 2 – Changes to Existing Graduate Courses**

\*Course titles must be in all CAPS

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| **Changes to Existing Courses** |
| **Subject:** Example - BIOCHEM | **Course Number:** Example - 9000 |
| **CURRENT** | **CHANGE** |
| **Short Title:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Long Title:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Course Description:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Weight:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Changes to Cross Listing (if applicable):** |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Part 3 – Other minor changes to program**

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| **Present the changes in two columns: on the left, the current description and, on the right, the proposed change(s).** |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Part 4 – Approvals**

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| **Have the appropriate internal approvals (e.g. departmental / faculty) been obtained? (list and describe approvals)** |
| Click or tap here to enter text. |