**Major Modifications to Existing Programs**

**Definitions and Proposal Template**

Several types of curriculum initiatives fall under the category of Major Modifications to Existing Programs; a full listing is articulated in Section 5.1 of the *York University Quality Assurance Procedures*.

The attached **Major Modification Guidelines** are applicable for following types of Major Modifications:

Significant changes to program requirements (i.e., comprising approximately one-third of the major requirements, core requirements and/or the degree program).

Addition of a new major or specialization where a similar major or specialization currently exists at the undergraduate level.

Addition of a new option (e.g. location where program is offered; new specialization) within an existing graduate program.

Introduction or deletion of a major research paper or thesis, course-only, co-op, internship or practicum option to a Master’s program.

Merger of two or more programs.

Change to the requirements for graduate program candidacy examinations or residence requirements.

Significant changes to the learning outcomes of an existing program

Significant changes to the faculty complement delivering an existing program.

Change to the essential resources of a program that impair its delivery.

**Note:** *Separate templates exist for the remaining types of Major Modifications, specifically:*

New undergraduate certificates

Closure of undergraduate certificates *(see Program Closure template)*

Policies related to bridging programs:

<http://secretariat-policies.info.yorku.ca/policies/bridging-courses-policy-and-guidelines/>

<http://secretariat-policies.info.yorku.ca/policies/bridging-programs-at-york-university-policy-and-guidelines/>

Template updated June 2018

**Major Modifications Proposal Guidelines**

1. Program:
2. Degree Designation:
3. Type of Modification: (Example: deletion of or change to a field; changes to program requirements / content that affects the learning outcomes.)
4. Effective Date:

1. Provide a general description of the proposed changes to the program.
2. Provide the rationale for the proposed changes.
3. Comment on the alignment between the program changes with Faculty and/or University academic plans.
4. Provide a detailed outline of the changes to the program and the associated learning outcomes, including how the proposed requirements will support the achievement of program learning objectives (i.e., the mapping of the requirements to the program learning outcomes).
5. Summarize the consultation undertaken with relevant academic units, including commentary on the impact of the proposed changes on other programs. Provide individual statements from the relevant program(s) confirming consultation and their support.
6. Are changes to the program’s admission requirements being proposed coincident with the program change(s)? If so, outline the admission changes, and comment on the appropriateness of the revised requirements to the achievement of the program learning outcomes.
7. Describe any resource implications and how they are being addressed (e.g., through a reallocation of existing resources). If new/additional resources are required, provide a statement from the relevant Dean(s)/Principal confirming resources will be in place to implement the changes.
8. Is the mode of delivery of the program changing? If so, comment on the appropriateness of the revised mode(s) of delivery to the achievement of the program learning outcomes.
9. Is the assessment of teaching and learning within the program changing? If so, comment on the appropriateness of the revised forms of assessment to the achievement of the program learning outcomes.
10. Provide a summary of how students currently enrolled in the program will be accommodated.
11. Provide as an appendix a side-by-side comparison of the existing and proposed program requirements as they will appear in the Undergraduate or Graduate Calendar.