**Major Modifications to Existing Programs**

**Proposal Template**

Major Modifications to Existing Programs fall under Section 5 of the York University Quality Assurance Procedures (YUQAP):

https://yuqap.info.yorku.ca/home/procedures/protocols/major-modifications-to-existing-programs/

The following changes are considered to be major modifications:

a) Substantive changes to learning outcomes and/or approved requirements that comprise up to approximately one-third of the program serve as a guideline for inclusion under the major modification guideline.

b) Major changes to courses comprising a significant proportion of the program and making an important contribution to meeting program learning outcomes (approximately one-third of courses).

c) The addition of a new major (undergraduate) where a similar major exists.

d) A new specialization at the graduate level.

e) Addition or deletion of streams.

f) The addition of a new option (e.g., location or part-time/full-time) within an existing program.

g) Establishment of undergraduate certificates.

h) The merger of two or more programs.

i) Establishment of a minor program or option.

j) The offering of an existing program substantially online where it had previously been offered in face-to-face mode, or vice versa.

k) At the master’s level, the introduction or deletion of a major research paper or thesis, course-only, co-op placement, internship, or practicum option.

l) The introduction or deletion of a field in a graduate program.

m) The creation of a collaborative specialization at the graduate level.

n) The creation of combined degrees (existing programs), either undergraduate, graduate, or undergraduate/graduate.

o) Any change to the requirements for graduate program candidacy examinations or residence requirements

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

New undergraduate certificates

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

**Major Modifications Proposal**

1. Faculty
2. Department
3. Program:
4. Degree Designation:
5. Type of Modification: (Example: deletion of or change to a field; changes to program requirements / content that affects the learning outcomes.)
6. Location: (current campus and, if applicable, proposed)
7. 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. If applicable, 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 outcomes. Programs should have eight to twelve program learning outcomes. Describe how the achievement of the program learning outcomes will be assessed and how that assessment will be documented. (i.e., the mapping of the courses to the program learning outcomes; graduate 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. If applicable, describe changes to any admission requirements and on the appropriateness of the revised requirements for 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. When applicable, comment on the appropriateness of the revised mode(s) of delivery for 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 the following appendices:
12. Program Learning Outcomes (eight to twelve)
13. 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.