Change to Program/ Diploma/Certificate Academic Requirements Proposal Form

Schulich School of Business

The following information is required for all proposals involving a minor modification to undergraduate and graduate program/ diploma/certificate academic requirements. Provide evidence of consultation, where appropriate. To facilitate the review/approval process, please use the headings below (and omit the italicized explanations below each heading).

**1. Program/ Diploma/Certificate:**

**2. Effective Term/Calendar Year of Proposed Change(s):**

**3. Proposed Change(s) and Rationale:**   
*The description of and rationale for the proposed modification(s) should provide information with respect to each of the following points:*

**a. A description of the proposed modification(s) and rationale, including alignment with academic plans.**

**b. An outline of the changes to requirements and the associated learning outcomes/objectives, including how the proposed requirements will support the achievement of program/ diploma/certificate learning objectives.***Additionally, please append the program’s existing learning outcomes as a separate document.*

**c. An overview of the consultation undertaken with relevant academic units and an assessment of the impact of the modifications on other programs/ diplomas/certificates.***Where and as appropriate, the proposal must include statements from the relevant program/ diplomas/certificates confirming consultation/support.*

**d. A summary of any resource implications and how they are being addressed.***Attention should be paid to whether the proposed changes will be supported by a reallocation of existing resources or if new/additional resources are required. If new/additional resources are required, the proposal must include a statement from the relevant Dean(s)/Principal.*

**e. A summary of how students currently enrolled in the program/ diploma/certificate will be accommodated.**

**4. Calendar Copy:**  
*Using the following two-column format, provide a copy of the relevant undergraduate, graduate program/diploma/certificate requirements as they will appear in the Schulich Undergraduate and Graduate Academic Handbooks.   
  
Please note: Senate requires that* ***FULL*** *Calendar copy be provided. Please include the entire program/ diploma/certificate section, not just text that is being revised. Please clearly and visibly indicate how the information has been changed using strikethrough (left column), bold, underlining, colours, etc. (right column).*

|  |  |
| --- | --- |
| **Existing Program/ Diploma/Certificate Information (Change From):** | **Proposed Program/ Diploma/Certificate Information (Change To):** |
| **Title**  ~~Current text~~ | **Title**  Current and **new text** |