**Memo for Program Changes**

To:

From: (Department head or Chair of Program Working Group)

Date:

**Subject: Program change (insert program title)**

1. Summary of changes (select all the apply):

[ ]  Program revision that requires new resources

[ ]  Addition of new course options or deletion or substitution of a required course

[ ]  Change to the majority of courses in an approved program

[ ]  Change to the duration, philosophy, or direction of a program

[ ]  Addition of a new field of specialization, such as a concentration

[ ]  Change in requirements for admission

[ ]  Change in requirements for residency or continuance

[ ]  Change in admission quotas

[ ]  Change which triggers an external review

[ ]  Deletion of a program not included in the Program Discontinuance policy

[ ]  Other – Please specify:

1. Rationale for change(s):
2. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:
3. What consideration has been given to Indigenizing the curriculum?
4. Will additional resources be required? If so, how will these costs be covered?
5. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?
6. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?
7. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)
8. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.
9. Provide a memo from the program’s dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.