

Program Minor Modification Proposals in CM

Program Modification Considerations

All minor program modification proposals require a rationale and academic relevance to explain why the change is being proposed. Here are some key areas to consider when completing the proposal:

Updating Enrolment/Completion Requirements

- Will program learning outcomes be affected? (If so, this requires a major modification – please contact the PCU)
- How might the change impact enrolment in courses or the program?
- Will this change require additional resources, including increased teaching load, space usage, or staff resources?

Updating the Program Title/Description

- Will program learning outcomes be affected? (If so, this indicates a major modification – please contact the PCU)
- How will this change meet the needs of students and/or the field at large?
- Does this program remain distinct from other programs, given the changes?

If you have any questions, please email the PCU at programcurriculum.utm@utoronto.ca.

Submitting Program Minor Modification Proposals in Curriculum Management – Key Fields

Section Name	Information Required
Version Start Session	Indicate in which term the changes take effect – usually Fall of the following year (e.g. changes proposed in 2025 would start in Fall 2026)
Program Title	Enter the (new) name of the program
Proposal Type	Select <i>Minor Modification – Full Divisional Review</i>
Governance Routing	Select the appropriate curriculum committee
Content Description	Describe the program, including information about the Program Supervisor and who students can contact about the program
Program Requirements	List requirements for admission, enrolment, and completion of the program
Section(s)	Select where the program should appear in the UTM Academic Calendar
Brief description of proposed changes	Using point-form, identify the changes being made
Rationale and Academic Relevance	Discuss the considerations highlighted above
Impact	Describe the impact these changes have on students or other academic units
Consultation Undertaken	Describe who was involved in the consultation and when it occurred, if applicable
Resources Required	Describe any potential impacts on faculty teaching loads, space usage, or staff resources
Additional Proposal Documents	Attach relevant documents in PDF format