

Minor Program 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 indicates a major modification)
- How might the change impact enrolment in courses or the program?
- Will this change require additional spaces or duties for staff/faculty?

Updating the Program Title/Description

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

Submitting Minor Program Modification Proposals

Program Modification proposals must be submitted through the [Curriculum Management \(CM\) system](#). A list of key proposal fields can be found below.

Section Name	Information Required
Version Start Session	Indicate when the change will come into effect (normally Fall of the following academic year)
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 course consultation and when, if applicable
Resources Required	Describe any additional resources required to support this change
Additional Proposal Documents	Attach relevant PDF files

If you have any questions, please email Rebecca Tunney, Program & Curriculum Assistant, at rebecca.tunney@utoronto.ca.