**Undergraduate Academic Modification Submission Template**

This template is for undergraduate major modifications and other academic proposals for programs/modules that require review and approval by Western’s Senate. Proposals submitted are presented to the Subcommittee on Program Review – Undergraduate (SUPR-U) and/or Senate Committee on Academic Curriculum and Awards (ACA). This template should be used for:

* Proposed modifications to existing undergraduate programs/modules that will be evaluated as part of the “Major Modifications” protocol in Western’s [Institutional Quality Assurance Process (IQAP) document](https://www.uwo.ca/pvp/vpacademic/iqap/resources/westerns_institutional_quality_assurance_process.html) (with the exception of proposals for new undergraduate programs/modules that will be evaluated as a major modification) For a comprehensive description of major modifications and the process for approval, please visit the [dedicated webpage](https://www.uwo.ca/pvp/vpacademic/iqap/academic_programs/major_modifications_to_existing_programs.html) on the Office of the Academic Quality and Enhancement (OAQE) website.
* Proposed changes to the admission requirements of programs/modules that relate to course averages.
* A change in program/module name and/or degree nomenclature
* Changes to subject areas as part of Western’s breadth requirements for degrees.

Please note that there are separate templates for:

* New undergraduate program/module proposals (when evaluated as a new program or major modification).
* The closure of an undergraduate module/program.
* Proposals for new/revised/withdrawal of undergraduate courses (SOC submission template).
* Undergraduate module/program revisions that constitute a minor modification (SOC Submission template).

Proposals are submitted by the Dean’s Office as an MS Word document using Arial 12-point font to the Secretariat at [academic\_submissions@uwo.ca](mailto:academic_submissions@uwo.ca). The Secretariat provides support for determining the appropriate governance pathway. **Please note that only one form per motion may be submitted.**

Support with the development of the proposal can be procured through the Office of Academic Quality and Enhancement (OAQE) and/or the Centre for Teaching and Learning (CTL). Any questions can be directed to the OAQE at: [OAQE@uwo.ca](mailto:OAQE@uwo.ca). For questions about Academic Calendar copy or the governance process for proposals, contact the Secretariat at: [academic\_submissions@uwo.ca](mailto:academic_submissions@uwo.ca).

**This submission is for (please select all that apply):**

**Major Modification:**

Change to an existing program that affects the learning outcome(s) of the program. Includes a significant change to the learning outcome(s) that changes, broadens or limits the subsequent career or education opportunities of graduates as well as changes to the mode of delivery for all or a significant portion of a program.

A merger of two or more existing programs.

The introduction of a combined program option.

The introduction or deletion of a thesis, laboratory, or work-integrated learning requirement.

**Other modification:**

Modification to module/program admission requirements related to course averages.

A change in program/module name and/or degree nomenclature that does not necessitate changes to the learning outcomes.

Changes to subject areas as part of Western’s breadth requirements for degrees.

Other (please specify):

**Name of the Module/Program:** *Insert name.*

**Academic Unit:** *Insert name of Academic Unit submitting the proposal.*

**Faculty / School / Affiliate University College:** *Insert the name of the Faculty / School / Affiliate University College.*

**Primary Contact:** *Include the name, role, unit, and email address. Note the Primary Contact must be the Dean or Associate Dean.*

**Department/Program Contact:** *If there is a department or program level contact for the proposal, please include their name, role, department/program, and email address. If there is no department/program contact, please delete this item.*

**Educational Policy Committee (EPC) Approval Date** (or equivalent committee)**:** *List the EPC and approval date.* *Please also include any other bodies that approved the proposal.*

**Consultation with the Office of the Vice-Provost, Academic Programs** (via e-mail to [officevpacademic@uwo.ca](mailto:officevpacademic@uwo.ca))**:** List the date the consultation took place.

**Motion:** Include the effective date, proposal, and Faculty/School/Affiliate University College involved. The standard effective date is September 1 of the next academic year.

*For example: Effective September 1, 2024, a FIMS Internship Module be introduced by the Faculty of Information and Media Studies as shown.*

**Calendar Copy:**

Is this a change that involves modification to existing calendar copy? If yes, you must provide a link to the existing calendar copy and the revisions.

No

Yes (please provide below)

**Link to current calendar copy (if applicable):** *Insert a link to the current calendar copy.*

**Proposed Calendar copy:** *Provide the proposed calendar copy. Present proposed revisions to current calendar copy using yellow highlight for additions and red strikethrough for deletions.*

**Provide a brief summary of the proposed modification.**

*Describe the changes to be made.*

**Describe the rationale for modifying the existing module/program.**

*Indicate why the changes are necessary and how they will improve the module/program.*

**Identify any changes to the module/program-level learning outcomes, if applicable.**

**Outline the expected impact on students.**

*Include how continuing students will be accommodated and a summary of relevant consultation with students.*

**Describe the impact on other modules/programs, if any.**

**Describe how the impact of the changes will be monitored and evaluated.**

**Consultation and Results:**

1. *List all individuals/programs consulted and the date the consultation was sent to the parties, using the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Date Sent** | **Response received** (note if no response was received) |
|  |  |  |  |
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|  |  |  |  |

1. *A summary of feedback received at the end of the consultation list, with units/roles identified as relevant. If no feedback was received, please note this.*

*Officially, consultation takes place between Deans’ and Departmental offices. Initial consultation may have taken place between Faculties and Departments at Western and the Affiliated University Colleges, the relevant University Library, Education Policy Committees (or equivalent bodies), other institutions (if relevant to the proposal), and the Registrar’s Office. However, the responsibility for a proposal rests with the Office of the Dean.*

*The Departments may send a copy of the proposal to the relevant Associate Deans Academic (or equivalent) and Department Chairs of other faculties. They will have 30 days from the date the proposal is received to comment. Departments are encouraged to think broadly about consultation and to consult all other Departments/Faculties, including interdisciplinary programs offered between Departments/Faculties, that may be impacted by the proposal.*

*If, in the view of SUPR-U or ACA, a proposal has not had sufficient consultation, the proposal will be referred back to the Faculty, School or Affiliated University College until this has been done.*