

## **MODIFY A PROGRAM (Major Modification) Template for Curriculum Navigator Initiators**

**Instructions:** Use this form when initiating a major modification to a Program. If you are making a less significant change to a Program there is another form for that. If you are unsure if your change is considered a “major modification”, contact the Provost and Vice-President (Academic) office for guidance 343-8574 or see below for a definition.

Fill in the spaces below with the details you want changed. Once completed email this form to the initiator within your faculty; if you are unsure who that is, contact the Administrative Assistant to the Dean. The initiator will input this request into Curriculum Navigator, which will start the approval process. A unique request number will then be assigned your request. You may use this number to track the progress of your request by completing the following steps:

Go to the website: <http://navigator.lakeheadu.ca>

Username: **lakeheadmember**

Password: **password**

Select “Curriculum”, then “Search Requests”.

Enter the request number, open the request, and then click on the “Workflow” tab.

Note: If you are not making a change to one of the fields below you may leave it blank (unless it is a required field). Required fields are indicated.

---

### **NOTE: about Quality Assurance requirements**

Visit this link to learn about the [proposal requirements and the process for review and approval for Major Modifications to Programs](#).

Definition of a “major modification” for program changes:

- a. The changes involve program requirements that differ significantly from those existing at the time of the previous cyclical program review;
- b. There are significant changes to the program learning outcomes;
- c. There are significant changes to the faculty engaged in delivering the program and/or to the essential physical resources as may occur, for example, where there have been changes to the existing mode(s) of delivery (e.g., different campus, online delivery, inter-institutional collaboration);
- d. The addition of a new field to an existing graduate program is proposed.

This definition for “major modifications” is congruent with the Quality Assurance Framework requirements and is expanded on in the Lakehead University Institutional Quality Assurance Process (IQAP). All supporting documents and proposal templates are available at the Lakehead Quality Assurance Site: Major Modifications.

If you would like assistance with Quality Assurance, contact the Provost and Vice-President (Academic) office for guidance 343-8574.

---

### **The following is information that is displayed in the University Calendar:**

- Title of Program:

- Program Requirements:

**The following is information for Committee Review:**

- Select the type of major modification you are making:
  - Degree/Major
  - Major Concentration
  - Specialization
  - Minor
  - Graduate Field
  - Graduate Diploma Program
  - Other
- Program Code:
- Calendar Start Term. When this change should be displayed in the Calendar (e.g. 2016-17):
- Academic Level:
- Total number of credits for the degree:
- Transcript Title of Program:

- Degree Type: (for example BA, BA4, HBA, HBED etc)
- This modification may require a proposal brief. See link above for more information. If applicable, indicate if your proposal brief is attached:
- Pedagogical rationale for this proposal. Why are you submitting this request?

**The following is information for Senate Budget Committee Consideration:**

NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.

- Will this program impact student enrolment in another program within the same faculty/unit?
- Will this program impact student enrolment in another program in a different faculty/unit?
- Will additional resources be required (space, staff, equipment, etc.)?
- How will this impact existing teaching loads within this faculty/unit?
- What is the impact on the demand for teaching support services (library, computers, staff, etc.)?

- Will this require outside support? If yes, please outline the amount and timing of the funding:

**Additional Dean Stage**

Will this request affect another faculty other than your own? If you would like another faculty Dean to review this request, select all that apply below.

Do not select your own faculty.

Dean of Business Administration

Dean of Education

Dean of Engineering

Dean of Health & Behavioural Sciences

Dean of Natural Resources Management

Dean of Science & Environmental Studies

Dean of Social Sciences & Humanities