**Memo - Graduate Program Change**

To: GSC Chair

From: [Graduate Program Committee Chair, Director/Department head or Program Working Group Chair]

Date:

RE: Proposal for revision of graduate program - [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 admission quotas

[ ]  Change which triggers an external review

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

[ ]  Other – Please specify:

1. Provide a 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. Identify how you will accommodate the program changes with available resources.
7. 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.