**Minor Program Adjustment**

**Proposal Brief**

*Minor Program Adjustments include: New required courses, Deletion of required courses, Other changes to degree requirements or program learning outcomes, New academic requirements or changes to existing requirements.*

*Changes to programs must be entered into Curriculog prior to Faculty Council. Please use this template to provide the information to your Curriculog contact.*

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| **Faculty**: | |
| **Program**: | |
| **Program and Degree Type**: [e.g. Bachelor of Arts (Honours)]: | |
| **Undergraduate**: ☐ | **Graduate**: ☐ |

**Summary of proposed changes:** (for pathways, please include details on the specific or unspecified transfer credits students will receive, if applicable)

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**Is there a change to total credit hours in the program? ☐ Yes ☐ No  
  
Is a new course included with this proposal? ☐ Yes ☐ No**

**List new courses, if applicable:**

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**Are you modifying a pathways (Bridge/Advanced Entry) program? ☐ Yes ☐ No**

**Proposed transfer credit block:**

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**Are you attaching any supporting documents? ☐ Yes ☐ No**

**Program description:** (From Academic Calendar; please highlight any changes)

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**Calendar Copy:** [Please copy and paste the sections of the Calendar you are changing and/or add new Calendar content as it will appear in the Calendar. Highlight changes to existing content and new content. If you are changing internal program maps (e.g. charts used in Academic Advising) you may include them as an attachment, if you wish.]

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**Program Learning Outcomes:**

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**Enhanced academic opportunities:** (How will this change enhance the program and/or opportunities for students?)

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**Financial/resource implications:**

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**Enrolment implications:**

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**Transition Plan for both new and current students\*:** *Please list the semester (e.g., Fall 2025) for the implementation of the proposed changes; include a plan for all current students in the program, by year level. If this change impacts students that are not new and/or first-year students as of the start date, then a transition plan is required. Please remember to consider off-map students.*

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**Communication plan for both new and current students\*** *Please explain how the current students will be made aware of this change (e.g., Who will be responsible for notifying students? How? Is Academic Advising aware?). Please remember to consider off-map students.*

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**Additional Supporting Information, if applicable:**

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**Calendar start date:** (Date first included in the Academic Calendar)

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**Registration start date:** (the first active term for students)

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**IMPACT AND CONSULTATION  
  
WHAT CONSIDERATIONS HAVE BEEN MADE FOR EQUITY, DIVERSITY, INCLUSION AND DECOLONIZATION?\***

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For more information and guidance on incorporating equity, diversity and inclusion principles in curricula, please visit the [Diversity, Inclusion and Belonging resource section](https://sites.ontariotechu.ca/ciqe/resources/diversity-inclusion-and-belonging.php) of the CIQE website.

**CONSULTATION**Consultation is central to governance at Ontario Tech. Faculties are required to consult with all areas impacted by this change, and the home faculty dean is responsible for all consultation decisions in this section of the form. Note that any false statements related to consultation may require re-submission of proposals. **FACULTY CONSULTATION  
  
WILL THIS CHANGE IMPACT ANY OTHER FACULTIES? SOME EXAMPLES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE SCENARIOS LISTED BELOW.\*   
  
 Yes  No  
  
Examples:**

* *A course from another faculty is being added or removed from the program map.*
* *Changes to joint and/or service programs (e.g., 'and Management' programs, targeted minors).*
* *Changes to year of offering for courses from another faculty (e.g., moving a course from Year 1 to Year 2).*

Additional examples can be found in the [Resources section](https://sites.ontariotechu.ca/ciqe/resources/index.php) of the CIQE website. **IF YOU ANSWERED YES TO THE QUESTION ABOVE, PLEASE EXPLAIN AND OUTLINE THE CONSULTATION PROCESS IN DETAIL. ATTACH RELEVANT DOCUMENTS (EMAILS, FACULTY COUNCIL MINUTES, ETC.) OR INCLUDE LINKS TO CORRESPONDING DOCUMENTS.\***

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**WHAT CONSIDERATIONS HAVE BEEN MADE FOR EQUITY, DIVERSITY, INCLUSION AND DECOLONIZATION?\***

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For more information and guidance on incorporating equity, diversity and inclusion principles in curricula, please visit the [Diversity, Inclusion and Belonging resource section](https://sites.ontariotechu.ca/ciqe/resources/diversity-inclusion-and-belonging.php) of the CIQE website.

**INDIGENOUS CONTENT AND CONSULTATION**

**DOES THIS COURSE CONTAIN ANY INDIGENOUS CONTENT?  Yes  No  Unsure**

For more information on how Indigenous content is defined at Ontario Tech University and how to consult with the Indigenous Education Advisory Circle (IEAC), please refer to the [Protocol for Consultation with the Indigenous Education Advisory Circle.](https://wisc.uoit.ca/workspaces/AssociateProvost/ciqe/QEprocesses/Documents/Protocol%20for%20Consultation%20with%20the%20Indigenous%20Education%20Advisory%20Circle.pdf)

**HAS THE IEAC BEEN CONTACTED?  Yes  No**

**If yes, when?**

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**WHAT WAS THE ADVICE YOU RECEIVED FROM THE IEAC, AND HOW HAS IT BEEN INCLUDED IN YOUR PROPOSAL? Please attach or provide links to documents that outline the consultation process and advice given.**

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**DID THE IEAC ASK YOU TO RETURN THE PROPOSAL TO THEM FOR REVIEW?  Yes  No  N/A**

**IF YES, HAVE THEY COMPLETED THEIR REVIEW?  Yes  No  N/A**

**OTHER CONSULTATION  
  
HAVE YOU CONSULTED WITH STUDENTS, THE SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES, OFFICE OF THE REGISTRAR, STUDENT LIFE, THE LIBRARY AND/OR ANY OTHER AREAS ON CAMPUS THAT MAY BE IMPACTED?\*  
   
 Yes  No**

**If yes, please explain and outline the consultation process in detail.\***

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**Does this change involve co-op?\*  
  
 Yes  No   
  
  
If yes, please acknowledge that you have consulted with Lindsay Coolidge, Director, External Relations and Partnerships by checking the box below.** Yes, we have consulted

Pre-Faculty Council Approval Dates (e.g. Curriculum Committee, Program Committee):