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|  | REQUEST FOR PROGRAM CHANGE |

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| **STANDARDS** |
| All curriculum changes must be made in accordance with Faculty bylaws and require Faculty Council approval. Please ensure that required signatures are on the last page of this form. |
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| Ensure any changes to the program meet VIU’s Breadth in Degree Program requirements. For complete policy and procedures, see [Policy 33.13](https://isweb.viu.ca/policy_procedure/docshow.asp?doc_id=21151) and [Procedure 33.13.001](https://isweb.viu.ca/policy_procedure/docshow.asp?doc_id=21152) |

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| **PROGRAM NAME:** |  |

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| **SCOPE OF CHANGE** |
| Please ensure that your program change request meets all three criteria (*please select each one that is met*): |[ ]  This request contains curriculum content or credit value changes to less than 50% of the current program's curriculum. |
|  |[ ]  This request does not contain significant changes to the goals and objectives as outlined in the program proposal. |
|  |[ ]  This request does not contain a renaming of the credential. |
| Program change requests that cannot ensure any one of the above are considered ***major*** changes which requires consultation with the Office of University Planning and Analysis before proceeding. All ***major*** changes to undergraduate or graduate degree programs must be submitted to the Degree Quality Assessment Board as per Ministry guidelines. What constitutes a major or a minor change is left to the discretion of the institution. See [Policy 97.21](https://isapp.viu.ca/PolicyProcedure/docshow.asp?doc_id=28559) on Major/Minor Program Change. |

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| **NATURE OF CHANGE** |
| **NOTE: Program Changes that include New Courses or changes to Existing Courses (such course name, calendar descriptions, prerequisites), require a co-submission of these changes via the** [**Course Management System**](https://www2.viu.ca/senate/CurriculumProcessProcedures.asp)**.** |
| **Select all that apply** | **Notes** |
|[ ]  Admission requirements | See additional Instructions for Changes to Calendar Copy and Program Outline that follow. |
|[ ]  Core course change (adding / deleting courses) | See additional Instructions for Changes to Calendar Copy and Program Outline that follow. |
|[ ]  Moving courses between semesters | See additional Instructions for Moving Courses Between Semester and/or Adding New Courses to a Program Matrix that follow. |
|[ ]  Elective changes |  |
|[ ]  Calendar Copy including Program Outline | See additional Instructions for Changes to Calendar Copy and Program Outline that follow |
|[ ]  Credit changes  | Changes to credits may affect student loan eligibility, please consult the Financial Aid office. |
|[ ]  Program length |  |
|[ ]  Other, please specify: |  |

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| **DETAILS OF CHANGE** |
| **Who did you consult** with regarding these changes (other affected departments, Faculty Council, external bodies, Financial Aid office, etc.)? |  |
| **Effective date of change:***The effective date for all submissions can be no earlier than the Senate meeting that the change will be reviewed at. Please align your dates with the* [*Senate meeting schedule*](https://www2.viu.ca/gap/meetingschedule/index.asp)*.*Note:* Increases to program admission requirements are normally subject to one year’s notice.
* Increases to course pre-requisites are normally subject to one year’s notice.
* Program changes cannot be implemented prior to Senate approval, and will require additional time after Senate approval for staff to process the approved request. Consult with the [Registrar’s Office](https://www2.viu.ca/facultyhelp/OrgChart.asp) for additional information.
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| **Details of change:** (*please provide a list of all the changes in this request)* |  |
| **Reasons for change:** (*please provide a list of all the changes in this request)* |  |

**Instructions for Changes to Calendar Copy and Program Outline.**

1. Copy and paste under the headings below the current Calendar language and/or Program Outline from [VIU's online calendars](http://www.viu.ca/calendar/index.asp).
2. Turn on track changes (on **Review** tab, select Track Changes)
3. Make your changes and save document with track changes

## Calendar Language

## Program Outline

### \*If you do not require the matrix below, please delete to shorten your submission.\*

**Instructions for Moving Courses Between Semester and/or Adding New Courses to a Program Matrix.**

1. Review the Program Outline from [VIU's online calendar](http://www.viu.ca/calendar/index.asp).
2. Enter the current optimal/recommended matrix for your program into the New Matrix below.
3. Turn on track changes (on **Review** tab, select Track Changes)
4. Make your changes and save document with track changes

**New Matrix Year 1 (change “Credits” to “Hours” if appropriate for your program):**

|  |  |
| --- | --- |
| **Fall Semester** | **Spring Semester** |
| Course Number and Title | Credits | Course Number and Title | Credits |
| e.g. BIOL 121 - (Introductory Zoology) |  |  |  |
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| **Semester Total** |  | **Semester Total** |  |
| **Year 1 Total** |  |
| *Note:* |

**New Matrix Year 2**

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| --- | --- |
| **Fall Semester** | **Spring Semester** |
| Course Number and Title | Credits | Course Number and Title | Credits |
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| **Semester Total** |  | **Semester Total** |  |
| **Year 2 Total** |  |
| *Note:* |

**New Matrix Year 3**

|  |  |
| --- | --- |
| **Fall Semester** | **Spring Semester** |
| Course Number and Title | Credits | Course Number and Title | Credits |
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| **Semester Total** |  | **Semester Total** |  |
| **Year 3 Total** |  |
| *Note:* |

**New Matrix Year 4**

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| --- | --- |
| **Fall Semester** | **Spring Semester** |
| Course Number and Title | Credits | Course Number and Title | Credits |
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| **Semester Total** |  | **Semester Total** |  |
| **Year 4 Total** |  |
| **Program Total** |  |
| *Note:* |

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| Proposed by: |  |
|  | Print Name  | Department Chair Signature/Date |
| Approved at Faculty Council |  |
|  | Print Name  | Dean Signature/Date |
| Approved by Dean of Faculty |  |
|  | Print Name  | Dean Signature/Date |

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| **Recommended by Curriculum Committee:** |
|  | Date |
| **Approved by Senate:**  |  |
|  | Date |
| **Authorized by Provost and Vice-President Academic**(or designate)**:**   |
|  | Date |

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| REJECTED: |  | DATE: |  | SIGNATURE:  |  |
|  |  |  |  |  | Chair, Senate |