Briefing Note – Change Program

Date:

Submitted by:

Program Title:

School Chair:

Rationale for changing this program:

Transition Plan – specify how students who have applied or who are currently enrolled in or waitlisted for the program will be affected by the proposed change(s) and how they will be notified of the changes(s) and other programs impacted.

Which program details have changed:

- ☐ Program Name
- ☐ General Information
- ☐ Admission Requirements
- ☐ Total Program Credits
- ☐ Curriculum (Changes to course names or numbers requires Registrar's approval)
- ☐ Requirements/Restrictions
- ☐ Other

If other is chosen, please indicate the other change(s) below:

Who have you consulted with about these program changes?

What is the desired implementation date for the changes?

Approval signatures:

School Chair

_____

School Dean

_____

Vice President, Education and Students

_____

Education Council Chair

_____

Enter all changes into the Curriculum Strategy (CS) workflow.