**U of G | Office of Registrarial Services**

# Curriculum Changes – Operational Implementation Timeline

*Last Updated - December 6, 2021*

The information below summarizes the operational implementation timelines/deadlines of curriculum changes, which are required to ensure operational success. To guide your planning, the months listed in each chart below identify the final deadline by which requests must be presented to the appropriate committee in each annual cycle. While curriculum changes can move through the governance process and be approved at any time, **any submissions/approvals beyond the final deadline indicated will be implemented the following annual cycle.**

The operational timelines outlined below are intended as a guideline. Consultation with the Office of Quality Assurance, Office of Registrarial Services and University Secretariat regarding operational timing and impact is encouraged.

**Note:** Curriculum changes to graduate programs follow different operational timelines than those outlined below. Please consult with the Office of Graduate and Postdoctoral Studies.

## Group A: Curriculum Changes
Approved changes in this group will be reflected in the new undergraduate calendar publication on March 1$^{st}$ and will be effective in Colleague/WebAdvisor for the Summer semester.

- Add, delete, or revise a course
- Make routine changes to programs
- Delete a program or specialization
- Add a new minor or area of emphasis
- Change name of minor or area of emphasis

Note: As related to deletion of a major or program, Admission Services should be consulted to determine appropriate timing and implementation. Changes will be implemented the subsequent admission cycle.

## Group B: New Programs, Program Name Changes, and Changes to Admission Requirements
Approved changes in this group will be reflected in recruitment publications, recruitment outreach as well as the Admission Services website for subsequent recruitment and admission cycles. Recruitment publications and OUAC application development (including Colleague integration), takes place in June following Senate approval, with admission intake the following cycle (i.e., June 2022 governance approvals and implementation are for Fall 2023 admission and 2023/2024 calendar publication in March of 2023). These timelines maximize the opportunity for success by allowing sufficient time for OUAC application development and system integration, recruitment, and generation of applications, as well as inclusion in all recruitment and admission publications and activities.

- Change name of degree/diploma program or specialization (e.g., major)
- Add a new program (degree, major, area of concentration)
- Add a new co-op program*
- Change admission requirements (less restrictive) (e.g., broadening course options to fulfill an admission requirement; adding another option for English Proficiency testing).

*Where co-op options are approved mid-cycle (e.g., after June), in-course admissions for students entering first year that fall semester may be an option and is determined by the Experiential Learning Hub and the academic unit.

## Group C: More Restrictive Changes to Admission Requirements

Approved changes in this group require two years from final approval to first admission entry point. Guidance Counsellors and prospective applicants should be advised as early as possible to ensure students are able to take the appropriate courses in Grade 11 and 12, including prerequisites. Intended changes are noted in publications at least one full cycle in advance.

- Change admission requirements (more restrictive) (e.g., limiting course options to fulfill an admission requirement; adding a specific course to the admission requirements)

## Timelines

| Group | Program Committee Approval Deadline | Governance Approvals | Implementation |
|---|---|---|---|
| A: Curriculum Changes | October 1 | November - December | March 1st Calendar Publication and Summer Semester |
| B: New Programs, Program Name Change, and Admission Changes | April 1 | May – June | -Subsequent March 1st Calendar Publication<br>-Second September for admission |
| C: More Restrictive Change to Admissions | April 1 | May – June | -Second March 1st Calendar Publication<br>-Third September for admission |