meet with SGSPA (for
Grad programs),

C
Academic unit will submit
the major modification
proposal template to the
Provost’s Office with
signatures from the Unit
Head, relevant academic
unit committees, Faculty
Dean(s), Faculty
Board(s), Faculty
Graduate Council
(s)/committee(s) (for
Grad programs). For
some faculties this stage
may take longer than 1-4
months depending on
the frequency of their
faculty board meetings.

E
Depending on
when the full
modification
package is
complete, and
when the Senate
Committee on
Academic
Development and
Procedure
(SCADP), and
Senate are
scheduled to meet,
approvals can take
up to six months.

 Congratulations!
Once approved by Senate, the
Major Modification can be
implemented!

The Proposal is most
often completed within 1
to 3 months depending
on the complexity of the
change being made.
During this time the
academic unit will
complete the template,
consult with impacted
units or central services.

 Provost’s Office will
collect central
signatures (Registrar
office, Planning and
Budgeting office,
Deans of SGSPA and
GSEC (for Grad
programs), and
finally VPTL and
review the document
during this period as
well. If either body
has significant/minor
concerns, Provost’s
Office will
communicate with
the Academic Unit on
next steps.

B D
 Complete the proposal: 1 to 3
months

 Authorization: 2 to 4 weeks