**  
School of Graduate Studies**

**Curriculum Changes - Program**

**Updated July 2022**

**Recommendation for change in graduate curriculum – for change(s) involving degree program requirements/procedures/milestones**

**Important: Please read the following notes before completing this form**

1. This form must be completed for **all** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.

2. An electronic version of this form (must be in MS Word **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca)

3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

**Department**

**Name of Program and Plan**

**Degree**

**Nature of Recommendation (please check appropriate box)**

**Is this change a result of an IQAP review? **

****

****

****

****

**Change in the description of a section in the graduate calendar**

**Explain:**

**  
  
  
  
  
Explain:**

**Describe the existing requirement/procedure**

**Provide a detailed description of the recommended change (Attach additional pages if space is not sufficient.)**

**Rationale for the recommended change (How does the requirement fit into the department’s program and/or tie to existing Program Learning Outcomes from the program’s IQAP cyclical review?):**

**Provide implementation date: (implementation date should be at the beginning of the academic year)**

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, explain.**

**Provide a description of the recommended change to be included in the calendar (please include a tracked changes version of the calendar section affected if applicable):**

**Contact information for the recommended change:**

Name:      Email:      Extension:      Date submitted: