Proposal Template: Load Change

This template is for proposals for changes in program or specialization load characteristics, including Program Length, Terms, Instructional Credits/Hours and Practicum Credits/Hours.

For degree programs, substantive changes to curriculum resulting in load changes may require referral to the Campus Alberta Quality Council.

Institutions should:

* ensure that submission content is concise. Any additional information may be appended; and
* ensure that applicable supporting documents are attached to the proposal

**Basic Information** *(Complete the table below)*

|  |  |
| --- | --- |
| **Institution** |  |
| **Program Name** |  |
| **Specialization Name** |  |
| **Credential Awarded** |  |
| **Proposed Implementation Date** |  |

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| 1. Specify the change(s) to load characteristics being proposed. In cases where load changes reflect changes to existing curriculum, please attach revised course lists including calendar-level information (course titles, descriptions, weights). |
| 1. Briefly describe the institution’s approval process for the proposed change(s). |
| 1. Provide a rationale for the proposed change(s). (Factors may include, but need not be limited to changes in the relevant body of knowledge and/or technology, changes in regulatory and/or professional standards, feedback from students or employers, or alignment with similar/related programs at other institutions.) |
| 1. Describe anticipated impacts on students, and plans to ameliorate any such impacts. |
| 1. Where appropriate, provide evidence of consultation with external stakeholders (e.g. employers, professional/ regulatory organizations) and describe any anticipated impacts on those stakeholders. |
| 1. Discuss any anticipated impacts of the proposed change(s) on institutional operations and resources (e.g. operating budget, staffing, student services, information technology, library, classroom and lab space). |
| **Reviewer’s Comment:** |