Guidelines – Program revisions

Quick links:

Program Revision Form | Form instructions

We are here to support you!

The academic program administration process is managed by Teaching and Academic Programs (TAP), in collaboration with Graduate and Postdoctoral Studies (GPS) for graduate programs.
Units considering program revision(s) are encouraged to consult with us at the **earliest stages of planning**. We can help you determine if the proposed revisions are minor or major, , outline approval requirements and expected timelines, and identify potential challenges.

Contact TAP / GPS

Overview

These guidelines are intended to assist academic units in submitting a proposal for a program revision and navigating the associated approval process. They outline the types of revisions, submission requirements, approval paths, and approximate timelines.

Program revisions are categorized as major or minor. This classification determines the approval path and whether MES consultation is required.

If you are proposing any major or complex revisions, please book a consultation with TAP / GPS to discuss your proposal before submitting the proposal form. During the consultation, we will determine if MES approval is required, review required information and answer any questions.

Acronyms

The following acronyms may be used in this document:

- **APB:** Analysis, Planning, and Budget (within the Provost's Office)
- **APC**: Academic Policy Committee of Senate
- **CGPS:** Council of Graduate and Postdoctoral Studies
- **ES**: Enrolment Services
- **GPS:** Graduate and Postdoctoral Studies (supports graduate-level program proposals)
- **MES:** ministère de l'Enseignement supérieur
- **TAP:** Teaching and Academic Programs (supports all program and course proposals)
- **(Academic) unit:** Refers to a faculty, department, division, school, or institute.

At a glance: Major vs. minor revisions

A revision is likely to be major if it involves:

- Changing the credit weight of a degree program;
- Changing the degree type;
- Merging or splitting programs; or
- Substantially restructuring program requirements.

A revision is generally minor if it involves:

- Changing the credit weight of a non-degree program or program component;
- Changing a program title;
- Revising required or complementary courses without changing the program's overall credit weight; or
- Certain administrative changes.

Not sure? Multiple minor revisions may collectively constitute a substantial program change. Consult TAP/GPS before developing the proposal further.

Major revisions

Types of major revisions:

- Changes to the program weight of a degree program, whether an increase or a decrease.
- Changes to the type of degree awarded, e.g. from B.A. to B.Sc. or from M.Sc. to M.Eng.
- Merging two or more programs or dividing a program into two or more programs
- Substantial restructuring of the program requirements, either through:
    - Introducing new courses representing more than one-third of the program's total credits*; or
    - Incorporating existing courses from other programs representing more than two-thirds of the program's total credits*.

**These proportions are calculated based on the total number of credits offered within the program, not the total credits required to graduate.*

⚠ Combining revisions

A combination of revisions that would individually be considered minor may - when taken together - result in a substantial modification of the program. For example, concurrent changes to a program's title, academic activities, objectives, and credit weight may require consultation with the MES to determine whether the revised program could be considered a new program for approval and funding purposes.

Units planning multiple concurrent revisions should consult TAP / GPS early in the proposal development process.

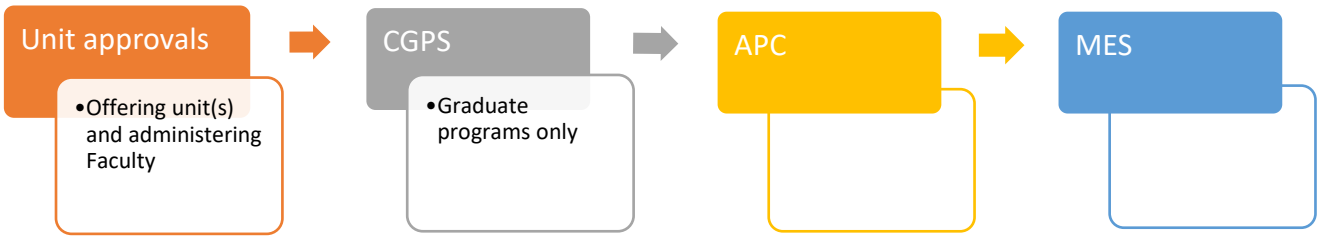
Proposal process

- Book a preliminary consultation with TAP / GPS.
- Complete the Program Revision Form and all applicable appendices.
- Submit the necessary course proposal forms, if revisions include any new courses or revisions to existing courses.
- Faculty Contacts are responsible for submitting completed proposals for unit-level approval and forwarding for central approval (send proposals to CGPS or APC).
- TAP / GPS will provide guidance throughout the MES approval process.

Approval path

Once the proposal package has been finalized, it moves through McGill's internal governance approval process (in coordination with the relevant Faculty Contact). Major revisions also require approval from the MES to confirm that the revised program will continue to be recognized for funding purposes.

Major revisions follow the following approval path:



Please note: Major revisions cannot be advertised, implemented, or reflected in admission material before receiving final approval.

Timeline

- As a general guideline, the complete approval process for a major program revision may take **6 to 12 months**, including MES consultation.
- Timelines vary depending on the nature and complexity of the proposal, committee schedules, the completeness of the submission, and the time required for external review.
- Contact your Faculty contact for your unit's committee schedule. Central committee schedules are available online. See: CGPS and APC.
- Once approved by all relevant stakeholders, the proposed revisions are submitted to ES for implementation.

Minor revisions

Types of minor revisions:

- Changes to the credit weight or non-degree programs and program components (concentrations/options/majors/minors).
- Revisions to the program title (degree programs, non-degree programs, program components)
- Changes to required and complementary course lists in a program (with no incidence on the overall credit weight of the program).
- Changes to the unit responsible for administering and/or offering the program.

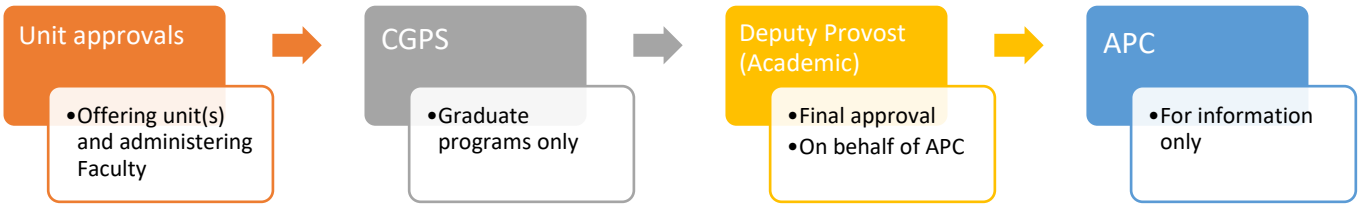
Proposal process

- Submit the Program Revision Form and all applicable appendices.
  Submit the necessary course proposal forms, if revisions include any new courses or revisions to existing courses.
- Faculty Contacts are responsible for submitting completed proposals for unit-level approval and forwarding for central approval (send proposals to CGPS or APC).

Approval path

Once the proposal package has been finalized, it moves through McGill's internal governance approval process (in coordination with the relevant Faculty Contact).

Minor revisions follow the following approval path:



Please note: Minor program revisions cannot be advertised, marketed, or opened for admissions before receiving final approval.

Timeline

- As a general guideline, the complete approval process for a minor program revision may take **3 to 5 months**.
- Timelines vary depending on the nature of the proposal, committee schedules and the completeness of the submission.
- Contact your Faculty Program Officer for your unit's committee schedule. Central committee schedules are available online. See: CGPS and APC
- Once approved by all relevant stakeholders, the proposed revisions are submitted to ES for implementation.