MEMORANDUM

To: Deans, Associate Deans, Chairs, and Directors

Copy: Registrar, Provost and Vice-President Academic, Chief Librarian, Departmental Assistants, Assistant Registrar - Curriculum Management, Undergraduate Calendar, Publications Editor, Director of Admissions

From: Dr. Sean Kheraj, Vice-Provost Academic

Subject: Undergraduate Curriculum Proposals and Course Mode Delivery Specifications

Date: February 2, 2026

Reminder: the submission date for curriculum changes to be effective for 2027-2028 is May 31st, 2026.

1. **New [Guide to Curriculum Modifications](#) and Streamlined Approaches**

The Curriculum Quality Assurance Office is introducing a new template-design based approach to all Curriculum Modifications. In partnership with the Curriculum Management team in the Registrar's Office, this will ensure all colleagues are supported and provided with clear instructions throughout the entire curricular modification process.

New for this year: For curriculum modifications, please fill out this [form](#) to request a template for your specific curriculum modification proposal.

Your response will help determine if your curricular modification requires a proposal to Senate or if it can be handled by way of Calendar change forms. Should the changes you wish to introduce constitute a Minor 3 or Major Modification, the CQA team will provide a custom template based on your responses and they will share a file with you to assist you in completing your proposal in a timely and supported manner.

Because of this new approach, the revised [Guide to Curriculum Modifications: Undergraduate Programs](#) is now more accessible and brief.

2. **Curriculum Changes: Timelines and Considerations**

Proposals for Category 3 Minor Modifications and Major Modifications for undergraduate degree

programs must be submitted to the Office of the Vice-Provost Academic no later than **May 31st, 2026** to be considered by the Academic Standards Committee in September 2026 in preparation for the calendar deadline for the 2027-2028 academic year.

Late submissions will be accepted but with no guarantee that they will be seen by the Academic Standards Committee in time for the calendar deadline for the 2026-2027 academic year.

3. **Reminder: Guidelines for Mode of Delivery Changes** (see Course Types as specified in previous Memos)

Minor Modification Category 1	*Does not apply*
Minor Modification Category 2 *Forms due October 2nd, 2026*	Changes to mode of delivery that result in courses moving from previously approved in-person mode to blended where a majority of course contact time remains in person.
Minor Modification Category 3 *Proposals due May 31st, 2026*	Changes to the mode of delivery to courses (less than 15% of the Core Required and Core Elective program courses) previously approved as in-person, moving to Blended mode where a majority of course contact time will be provided virtually, Online Synchronous mode, and Online Asynchronous mode. A Minor Category 3 Proposal is to be submitted by May 31st, to be effective in the 2026-2027 academic year. Consultation with CQA prior to proposal submission is strongly encouraged.
Major Modification *Proposals due May 31st, 2026*	Change to the mode of delivery to courses (more than 15% of the Core Required and Core Elective program courses, but less than 50%) previously approved as in-person or blended-in-person mode, moving to Blended mode where a majority of course contact time will be provided virtually, Online Synchronous mode, and Online Asynchronous mode. A Major Modification Proposal to be submitted by May 31st, to be effective for the 2027-2028 academic year. Consultation with CQA prior to proposal submission is strongly encouraged.