

Date: November 5, 2024

To: Deans, Associate Deans (Graduate and Undergraduate), Chairs, Directors, Administrators (Graduate and Undergraduate)

From: David Hornsby, Vice-Provost and Associate Vice-President (Academic)  
Suzanne Blanchard, Vice-President (Students and Enrolment) and University Registrar

Cc: Provost and Vice-President (Academic); Vice-Provost and Associate Vice-President (Academic); Vice President (Students and Enrolment) and University Registrar; Vice Provost (Graduate Studies); Associate Vice-President, Office of the Vice President (Enrolment Management) Director, Office of Academic Programs and Strategic Initiatives; Associate University Registrar; Assistant Registrar, Academic Evaluation and Curriculum, Manager (Student Systems Support); Director, Undergraduate Recruitment Office; Director, Admissions Services, Curriculum and Calendar Officer Undergraduate, Curriculum and Calendar Officer Graduate; Program Officers, Office of the Vice-Provost and Associate Vice-President (Academic);

Re: Undergraduate Regulation Changes to Program Structure and Program Elements

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## Overview

At its meeting on Friday, September 27, 2024, Senate approved several regulation changes to Undergraduate Program Structures and Program Elements (Regulation 3.1.6 and the glossary). As Undergraduate program review and new Undergraduate program design will need to reflect these new regulations, we wish to summarize the changes and timelines as well as offer our support with your transition planning. (Note: this does not impact Graduate programs at this time).

## Details

The following summary of changes are effective Fall 2025:

### *Concentration*

- Concentrations are selected after admission and are designed to be completed within the typical length of the program when started in second year.

### *Major*

- The minimum number of credits for a 20-credit program is 8.0.
- The minimum number of credits for a 15-credit program is 6.0.

Note – in combined honours programs, exceptions to these minimums may apply.

### *Specialization*

- Specializations no longer apply at the Undergraduate level. Programs with specializations should be reviewed to determine if they fit within other program elements.

### *Stream*

- Streams become a Program Element and will appear on both the transcript and diploma.
- Streams are selected after admission and are designed to be completed within the typical length of the program when started in second year.

### Impact – Academic Planning

- The minimum credit changes to the Major will require programs to reevaluate current program design to ensure compliance with the new regulations.
- The changes to Concentrations and Streams will require careful consideration of the timing of course offerings, course prerequisite structure, and program structure to ensure that students selecting these elements in second year are able to obtain the necessary credits within the required length of the program.

### Impact - Promotion to Prospective Students

The above changes need to be reflected in program promotion to prospective students and applicants:

- In the viewbook: Concentrations and program Streams may be promoted in viewbook program text and noted as elements a student may select after admission, once they are a current student. Specializations will need to be removed or recategorized.

### Timeline – Academic Planning

While these calendar changes go into effect for 2025, implementation for current programs will be in phases. Ultimately, all programs are expected to comply with the UG calendar changes by the 2027/28 academic year.

For units submitting curriculum proposals or modifications in the 2025/26 curriculum cycle, the Registrar's Office and Office of Academic Programs and Strategic Initiatives will work with you to ensure that your modifications follow the new regulations.

For units who are contemplating modifications for a future academic year, we encourage you to contact the Office of Academic Programs and Strategic Initiatives to discuss your plans and to ensure that they reflect these new regulations.

### Timeline - Promotion to Prospective Students

The viewbook (and other promotional materials) and the OUAC application are prepared early and used a year ahead of the next fall entry term. Therefore, program changes need to be finalized in advance to be updated in the viewbook, listed on the OUAC application and accurately promoted to prospective students and applicants. Due to the elements of the recruitment and admissions cycle, program information cannot be changed, adjusted or amended midway through the cycle.

- Viewbook: The viewbook is produced one year in advance. For the fall 2026 viewbook (which will be used in the fall of 2025 with prospective students who will be admitted for the fall 2026 entry term), the final program text is due in early spring 2025 to meet the print deadline.

### Next steps

We invite you to review the attached Senate Documents for more information and details.

As you contemplate your 2025/26 modifications and future program development, please adhere to the new regulations.

Should you have any concerns about the timeline or foresee insurmountable issues, you should contact the appropriate Associate Dean for your faculty.

The [Registrar's Office](#) and [Office of Academic Programs](#) and Strategic Initiatives are available to assist, advise and support you through this process.

### Attachments

Senate Documents: TBD-1858 R-UG-3.1.6 Program Structure.pdf, Glossary.pdf