Memorandum

Date: February 2, 2026

To: Deans, Associate Deans, Chairs, Directors, Graduate and Undergraduate Supervisors

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

CC: Provost and Vice-President (Academic); Vice-Provost (Graduate Studies); Associate Vice-President (Academic Programs and Strategic Initiatives); Associate University Registrar; Director, IT Strategic Initiatives (Students and Enrolment); Director, Undergraduate Recruitment Office; Director, Admissions Services; Undergraduate Curriculum and Calendar Officer; Program Officers, Office of Academic Programs and Strategic Initiatives; Graduate Curriculum and Calendar Officer, Office of Graduate Studies

Re: Major Modifications for 2027-28 Recruitment and Viewbook

Procedures and timelines have been established to ensure that Senate has the opportunity to review and approve major modifications *before* they are promoted to prospective students. This process ensures that the Senate Quality Assurance and Planning Committee, Senate, and its Committees can give due and timely consideration to major modifications that are likely to affect recruitment efforts and admissions processes. This memorandum sets out these procedures and timelines.

Major modifications include:
- change in language of program delivery;
- establishment of an existing degree/program at another institution;
- offering of an existing program substantially or completely online, where it had been previously offered face-to-face, or vice versa;
- the merger of two or more academic programs;
- change of program or program element name and/or degree designation;
- significant changes to admissions requirements, where it affects learning outcomes;
- addition of a 15-credit bachelor's program, or 20-credit bachelor's degree program, or a combined honours program to an already existing honours bachelor's program;
- modifications to concentrations and streams that have Admissions implications;*
- program or program element closure;**
- suspending program admission or reinstating a suspended program.***

At this time, academic units and faculties should consider whether they will be proposing any such changes to their programs for the **2027-28** academic year.

If so, the process for approval of these major modifications is as follows:

February, 2026	1. Consultation between the academic unit and the relevant Dean(s) and Associate Dean(s) to determine if the proposal should be developed; 2. Consultation with the Office of the Vice-Provost (Academic & Global Learning) and the Registrar's Office (for undergraduate programs) or with the Office of Graduate Studies (graduate programs) to confirm the process, timelines, and documentation required for the proposal to be considered; 3. Proposal entered in Courseleaf – ***select 2027-2028 as the effective year***;

March, 2026	4. Proposal moves through the quality assurance and program approval processes. Approvals by:
	   a. VPARC (if you are submitting an A1 change)
	   b. Faculty Curriculum Committee
	   c. Faculty Board

April, 2026	5. Proposal continues through the quality assurance and program approval process. Approvals by:
	   a. SCCASP
	   b. SQAPC
	   c. Senate

May, 2026	6. Viewbook published. Please note that once the Viewbook is published, promotional messaging is finalized and recruitment activities commence. Only the programs listed in the Viewbook, therefore, may be promoted to prospective students. This is to ensure clear and consistent messaging throughout the entirety of the recruitment and admissions period. Applications and offers of admission for the 2027–28 academic year will be limited to those programs.

Deans and Associate Deans should schedule a March Faculty Board meeting if any unit within their Faculty is proposing major modifications that will affect recruitment and admissions activities.

While these curriculum timelines may require additional work by academic units, Deans' offices, and Faculty Boards during the Winter 2026 term, adherence to them is necessary to ensure that accurate program information is included in the Carleton University Viewbook (published in May) and on the Ontario Universities' Application Centre (OUAC) website and to ensure consistency throughout the recruitment and admissions cycle. Given that recruitment activities begin in the summer and peak with the Ontario Universities' Fair in early fall, the accuracy of the Viewbook and the consistency of messaging is essential to the effective promotion of academic programs and any significant changes for the 2027–28 academic year.

*Concentrations and Streams
In September 2024, Senate approved several regulation changes to Undergraduate Program Structures and Program Elements. These changes now require concentrations and streams to be selected after a student's first year of studies. While all new concentrations and streams will be required to follow this updated definition, existing concentrations and streams may have changes affecting admissions.

**Program Closures

Program closures take effect two years after the closure process is initiated. This requirement also applies to concentrations and streams that offer direct entry at admission. To be removed from the 2027–28 Calendar and excluded from the 2027–28 Viewbook, which will ensure consistency in promotion, program closures are to be approved by the April Senate meeting.

***Suspended admissions

Units wishing to suspend program admission or reinstate a program where admissions have previously been suspended should contact the Office of Academic Programs and Strategic Initiatives for information.

Experiential Learning

Courseleaf includes a field titled "Significant Experiential Learning." Applicable courses were reviewed and validated by each unit and entered the 2021-22 Calendar with the identifier "Includes: Experiential Learning Activity." Any changes to the presence or type of experiential learning opportunity in a course must be entered into Courseleaf, by the unit, as a minor modification.

Questions or concerns regarding curricular changes can be directed to Robyn Green (FASS; SCI) (robyn.green@carleton.ca) or Tiffany Douglas (BUSI; FPGA; FED) (tiffany.douglas@carleton.ca).