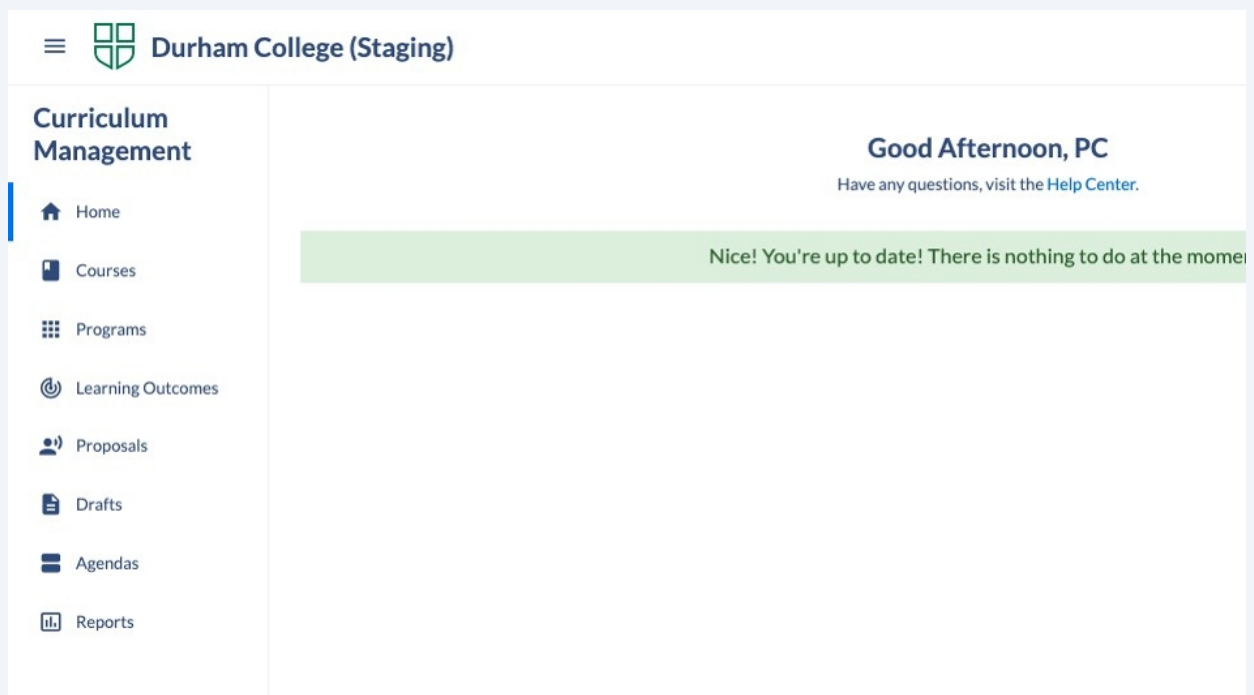
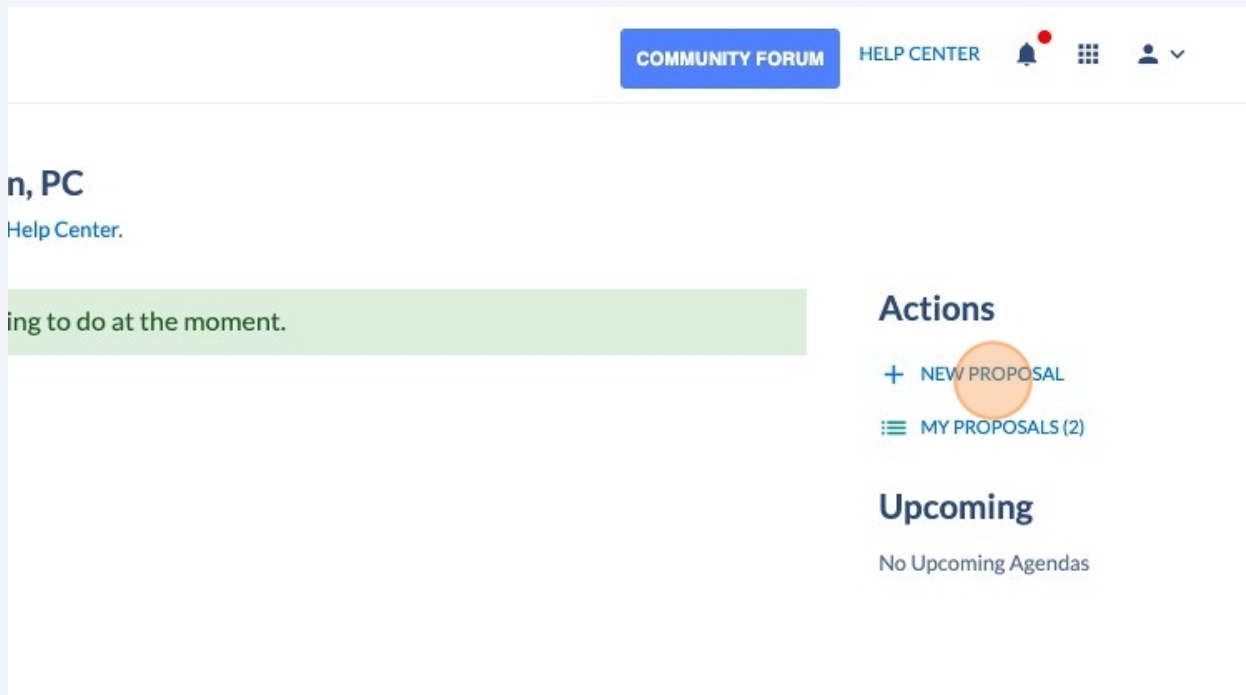


Propose changes to admission, promotion, graduation requirements (Level 4)

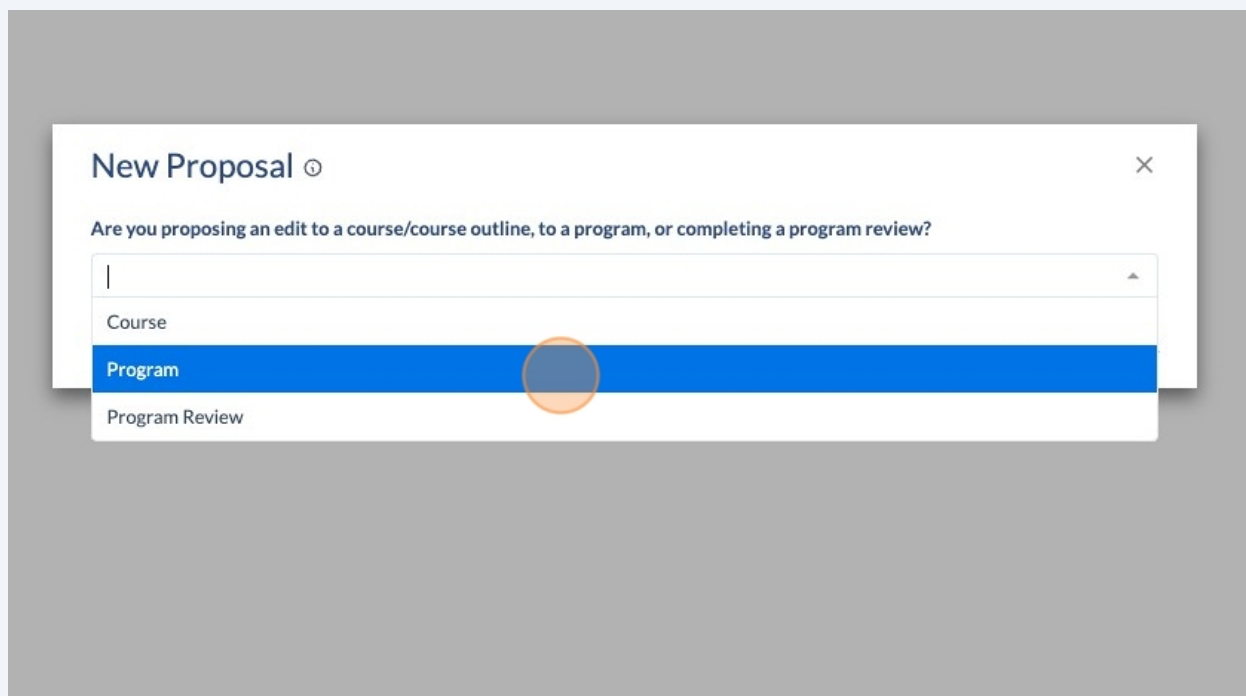
1 Navigate to the website



2 Select "New Proposal"



3 Select "Program" from the drop-down list.



4 Select "Admission, Promotion, Graduation Requirement Changes (Level 4)"

The screenshot shows a 'New Proposal' modal window. At the top, it asks 'Are you proposing an edit to a course/course outline, to a program, or completing a program review?' with a dropdown menu currently set to 'Program'. Below this, it asks 'What changes are you proposing?' with a list of options. The options are: 'Status Changes to Intake, Indefinite or Permanent Suspension (Level 4)', 'Program Delivery Mode, Length or Hours, PLOs, Title, or Description Changes, or Impacts to Program of Study (Level 4)', 'Pathway Changes (Level 4)', and 'Admission, Promotion, Graduation Requirement Changes (Level 4)'. The last option is highlighted in blue, and an orange circle is drawn around it.

5 When selecting the effective academic term, ensure it aligns with the first intake of students who will be impacted by the change.

The screenshot shows the 'New Proposal' form with the 'Admission, Promotion, Graduation Requirement Changes (Level 4)' option selected. Below this, a message states: 'This form requires you to select a data element before proceeding. Please search and select an item below:'. Under 'Select Effective Dating', there are two tabs: 'DATES' and 'TERMS'. The 'TERMS' tab is active. Below the tabs, there is a dropdown menu showing 'DC Winter 2025' and a search box labeled 'Type to search for terms'. An orange circle is drawn around the dropdown menu. Below this, there is a section for 'Select Program' with a search box labeled 'Type to search for programs'.

6

Select "Type to search for programs" and begin typing the program code or program name.

Are you proposing an edit to a course/course outline, to a program, or completing a program review?

Program

What changes are you proposing ?

Admission, Promotion, Graduation Requirement Changes (Level 4)

This form requires you to select a data element before proceeding. Please search and select an item below:

Select Effective Dating ⓘ Effective Start Term Effective End Term

DATES TERMS DC Fall 2025 Type to search for terms

Select Program

Type to search for programs

7

Select the program name.

Are you proposing an edit to a course/course outline, to a program, or completing a program review?

Program

What changes are you proposing ?

Admission, Promotion, Graduation Requirement Changes (Level 4)

This form requires you to select a data element before proceeding. Please search and select an item below:

Select Effective Dating ⓘ Effective Start Term Effective End Term

DATES TERMS DC Fall 2025 Type to search for terms

Select Program

acct

ACCT FX - Business - Accounting : Oshawa

BACC FX - Business Admin - Acct Co-op : Oshawa

8 Select "Go To Form"

Admission, Promotion, Graduation Requirement Changes (Level 4)

This form requires you to select a data element before proceeding. Please search and select an

Select Effective Dating ⓘ Effective Start Term Effective End Term

DATES TERMS DC Fall 2025 Type to search for

Select Program

ACCT FX - Business - Accounting : Oshawa

GO TO FORM →

9 If applicable, enter the proposed minimum course passing grade change.

Courses

Programs

Learning Outcomes

Proposals

Drafts

Agendas

Reports

Admission, Promotion, Graduation Requirement Changes (Level 4)

Minimum Passing Grade

Minimum Course Passing Grade Change ⓘ

HR

Admission, Promotion or Graduation Requirements

Admission, Promotion or Graduation Requirements ⓘ

10

If applicable, enter the proposed admission, promotion or graduation requirement change.

 Reports

Admission, Promotion or Graduation Requirements

Admission, Promotion or Graduation Requirements ?

  HR          



Rationale

Rationale for Proposed Change(s) required ?

Implementation C

  HR          

  HI

11

Enter the rationale for change.

Admission, Promotion or Graduation Requirements

Admission, Promotion or Graduation Requirements ?

  HR          

|

Rationale

Rationale for Proposed Change(s) required ?

Implementation C

  HR          

  HI



12 Enter the consideration and implementation strategies.

Admission, Promotion or Graduation Requirements

Admission, Promotion or Graduation Requirements ?

HR

Rationale

Rationale for Proposed Change(s) required ?

HR

Implementation Considerations and Strategies required ?

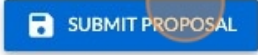
HR


13 Select "Submit Proposal"


ts

ts

ACTIONS

 SUBMIT PROPOSAL

 VIEW CHANGES

 DELETE PROPOSAL

Contents

Effective Academic Start Term (Start Date)

General

Minimum Passing Grade

Admission, Promotion or Graduation Requirement

Rationale