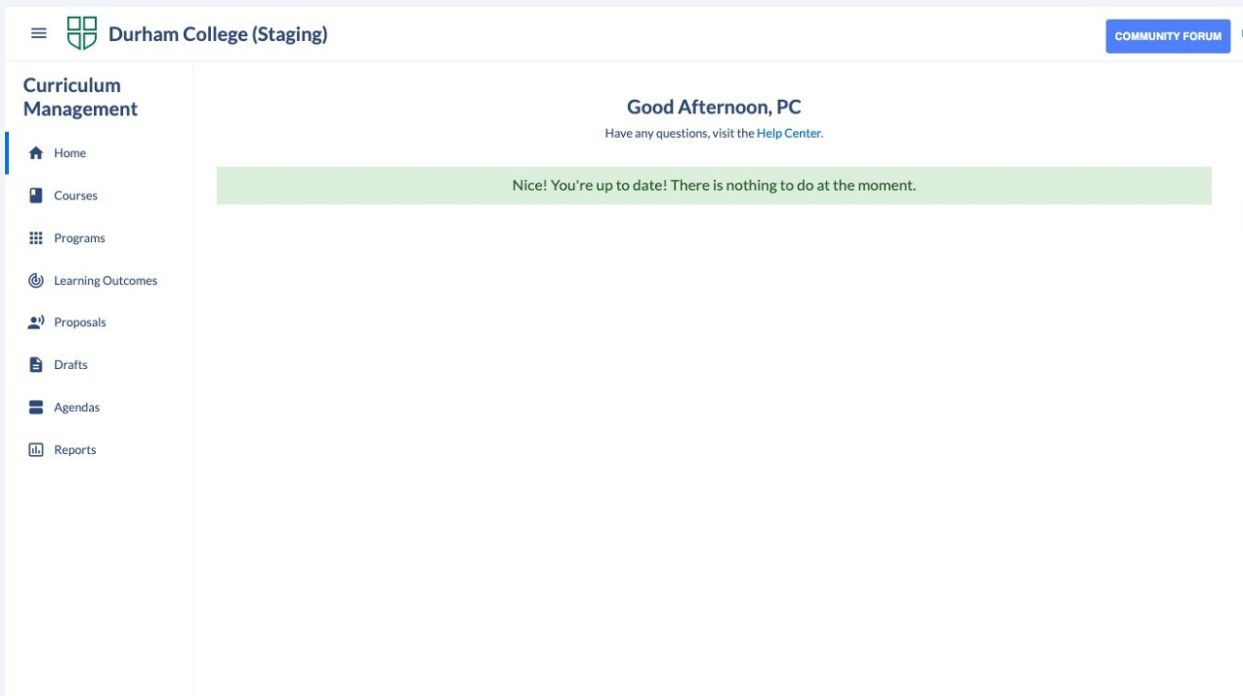


Proposing changes to program delivery mode, length or hours, PLOs, title, or description, or impacts to Program of Study (Level 4)

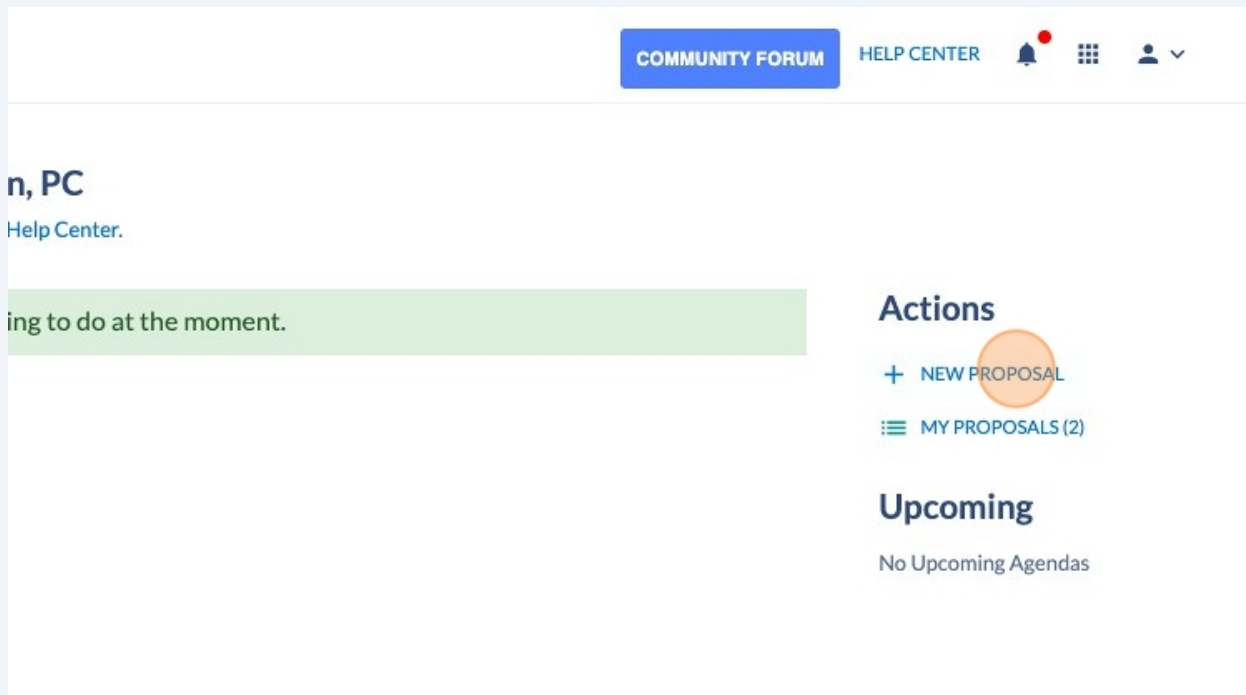


1

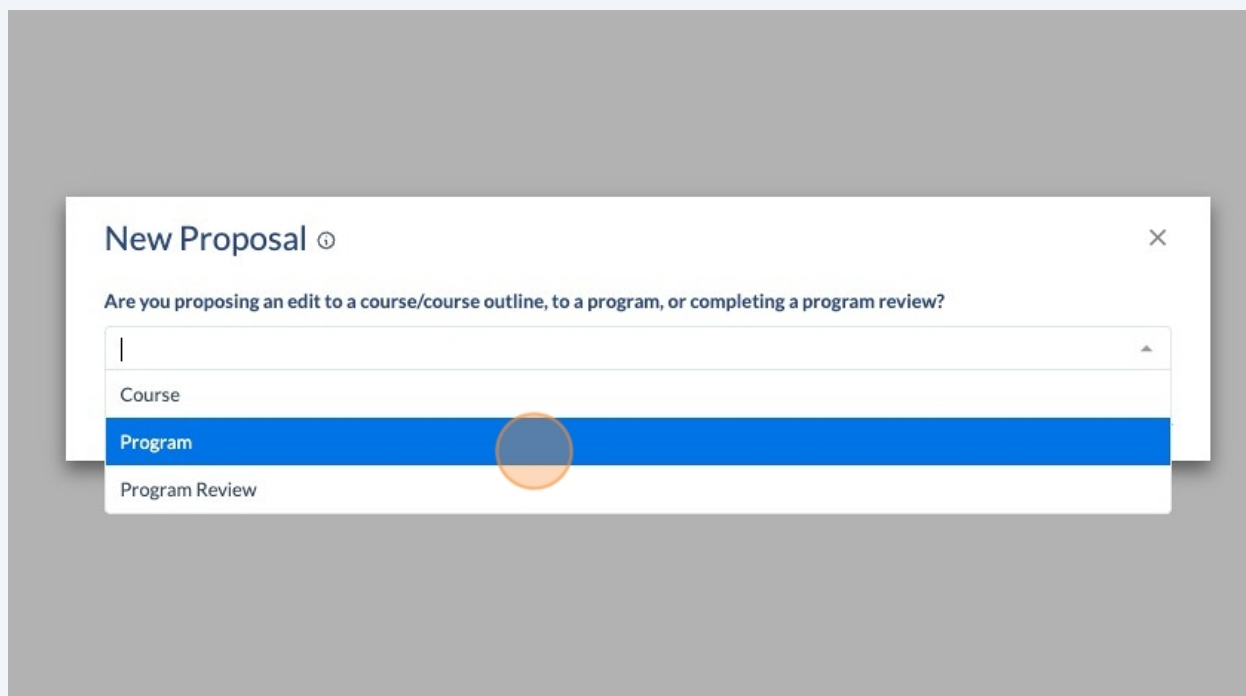
Navigate to the website



2 Select "New Proposal"



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



4

Select "Program Delivery Mode, Length or Hours, PLOs, Title, or Description Changes, or Impacts to Program of Study (Level 4)"

The screenshot shows a 'New Proposal' dialog box. 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 set to 'Program'. Below this, it asks 'What changes are you proposing?' with a search bar and a list of options. The option 'Program Delivery Mode, Length or Hours, PLOs, Title, or Description Changes, or Impacts to Program of Study (Level 4)' is highlighted in blue. An orange circle is drawn around the word 'Hours' in this option.

5

Select the effective start term the changes will be applied to.

The screenshot shows the 'New Proposal' dialog box with the 'Effective Start Term' dropdown menu open. The menu lists several terms: DC Fall 2027, DC Spring/Summer 2026, DC Winter 2027, DC Fall 2026, DC Spring/Summer 2026, DC Winter 2026, and DC Fall 2025. The 'DC Fall 2025' option is highlighted in blue. An orange circle is drawn around the 'DC Fall 2025' option. The 'Effective End Term' dropdown menu is also visible, showing a search bar and a list of terms. A 'CANCEL' button is located at the bottom right of the dialog box.

6

To select the program, select "type to search for programs" and begin typing the program code or 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 ?

Program Delivery Mode, Length or Hours, PLOs, Title, or Description Changes, or Impacts to Program of Study

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 name of the program.

NEW Proposal ⓘ

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

Program

What changes are you proposing ?

Program Delivery Mode, Length or Hours, PLOs, Title, or Description Changes, or Impacts to Program of Study (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

hbbs

HBBS FS - Honours Bach Behaviour Science : Oshawa

8 Select "Go to form".

What changes are you proposing ?

Program Delivery Mode, Length or Hours, PLOs, Title, or Description Changes, or Impacts to Progr

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

Select Effective Dating ⓘ Effective Start Term Effective End Term

DATES TERMS DC Fall 2025 Type to search for term

Select Program

HBBS FS - Honours Bach Behaviour Science : Oshawa

GO TO FORM →

9 Navigate to the **program description to propose edits.**

HBBS FS

Classification of Instructional Programs (CIP) Code ⓘ

Program Description **required** ⓘ

Faculty **required** ⓘ Academic Faculty **required** ⓘ

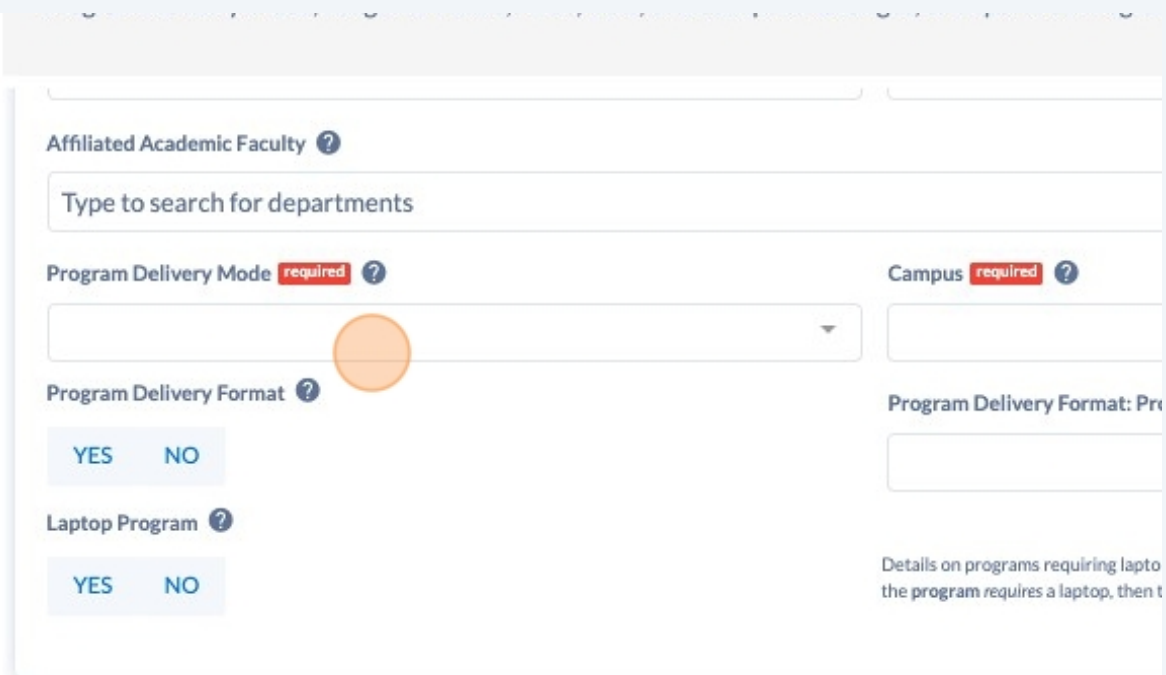
Faculty of Soc & Commnty Serv Type to search for departments

Affiliated Academic Faculty ⓘ

Type to search for departments

10

Navigate to the **delivery mode, length or hours, program learning outcomes, title to propose edits.**



Affiliated Academic Faculty ?

Type to search for departments

Program Delivery Mode **required** ?

Campus **required** ?

Program Delivery Format ?

YES NO

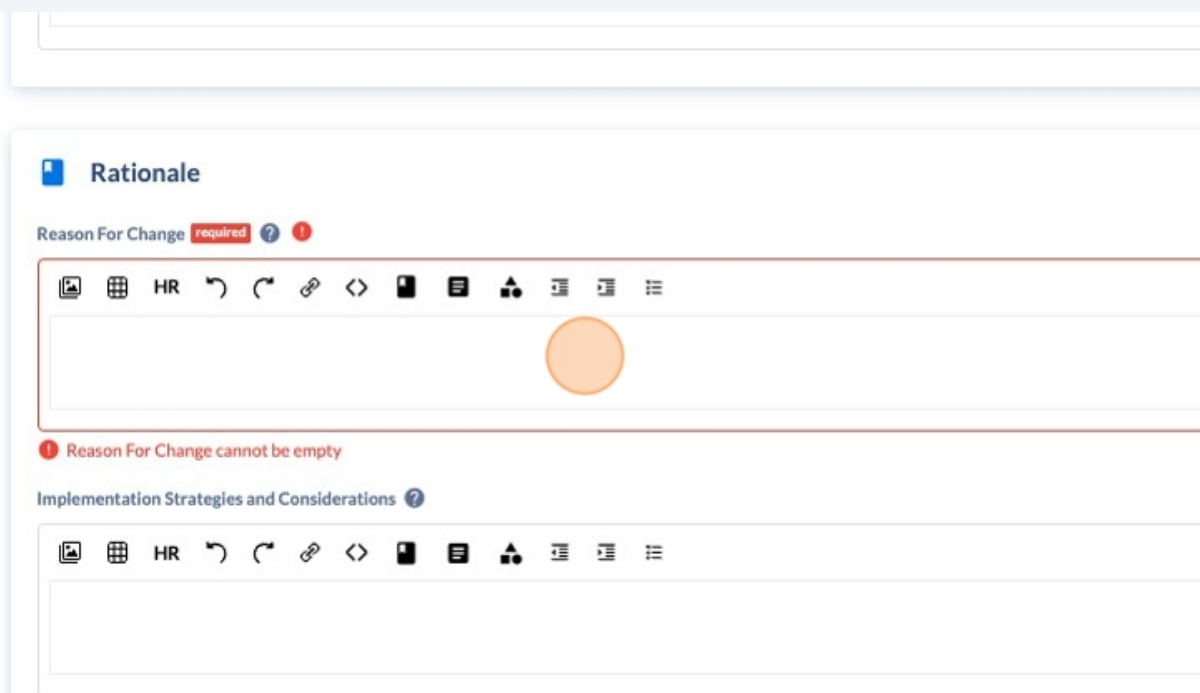
Laptop Program ?

YES NO

Details on programs requiring laptop: if the program requires a laptop, then t

11

Enter your rationale for the change and the implementation strategies and considerations.



Rationale

Reason For Change **required** ? !

Reason For Change cannot be empty

Implementation Strategies and Considerations ?


12 Select "Submit Proposal"

m, or completing a program review?

ion Changes, or Impacts to Program of Study (Level 4)

Last Date of Ministry Program Standard Update ?

ACTIONS

 **SUBMIT PROPOSAL**

 VIEW CHANGES

 DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Term (Start Date)

General

Ministry Information

Program Vocational Learning Outcomes (MCU)

DC Program Learning Outcomes