[Template for programme revision. This template can be used where proposed changes do not change the character of a programme. In practice, this means that proposed changes are limited to course replacements or changes in the credit structure of a programme. Otherwise, follow the template for a new programme proposal.]

[remove all instructions included in square brackets before submission, including this one]

[Provide cover letter, as follows:]

**Proposal to revise the B.A./Ed./Sc. [adjust] [NAME]**

**Expected start date of revised programme**

September 20xx

**Rationale for change**

[Explain the need which this change is intended to address.]

**Overview of programme change**

[Adjust & expand the following as useful] The Bachelor of Arts/Education/Science [adjust as applicable] in NAME OF PROGRAMME is designed to XX. The proposed change addresses [etc.]

**Programme structure**

[add rows as necessary]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Old programme** | |  | **New Programme** | |
| **YEAR 1 Semester I** | **Credits** | **Adjustment** | **YEAR 1 Semester I** | **Credits** |
| [provide course code + name for required courses] |  |  | [provide course code + name for required courses; add **NEW** to new courses] |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **YEAR 1 Semester II** | **Credits** |  | **YEAR 1 Semester II** | **Credits** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Credits** |  |  | **Total Credits** |  |
|  | | | | |
| **YEAR 2 Semester I** | **Credits** |  | **YEAR 2 Semester I** | **Credits** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **YEAR 2 Semester II** | **Credits** |  | **YEAR 2 Semester II** | **Credits** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Credits** |  |  | **Total Credits** |  |
|  | | | | |
| **YEAR 3 Semester I** | **Credits** |  | **YEAR 3 Semester I** | **Credits** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **YEAR 3 Semester II** | **Credits** |  | **YEAR 3 Semester II** | **Credits** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Credits** |  |  | **Total Credits** |  |
|  | | | | |
| **Total Programme Credits** |  |  | **Total Programme Credits** |  |

[Append programme description as per the template below]

**THE UNIVERSITY OF THE WEST INDIES**

**FACULTY OF [NAME]**

**DEPARTMENT [NAME]**

**Duration of Study:** 3 years (full-time) [Adjust as applicable.]

**Minimum number of credits required for graduation:** 90 [Adjust as applicable.]

**Expected Start Date:** September 20xx

**Projected Enrolment**: xx each year [provide motivation]

**Admission Requirements**

[as applicable:] In addition to fulfilling general requirements for admission into the Faculty of NAME, applicants must have [provide details of specific subjects required as prerequisites here, if applicable] or equivalent qualifications.

OR:

No requirements beyond the general requirements for admission into the Faculty of NAME are applicable.

**Transition**

[Explain how existing students will be affected by the programme change. If students are to be allowed to graduate under the old programme structure, say when that programme will be discontinued.]

**Overview of Programme Description**

[Adjust & expand the following as useful] The Bachelor of Arts/Education/Science [adjust as applicable] in NAME OF PROGRAMME is designed to XX. It offers XX. This X-year programme is structured so that during the first year students are exposed to introductory courses in XX. In the second year, XX. In the final year, XX.

**Programme Rationale**

[Explain the need which this programme fulfills.]

**Programme Objectives**

The overall objectives of this programme are to produce graduates who:

1. xx

**Programme Outcomes**

Upon successful completion, the graduates of the B.A./Ed./Sc. [adjust as applicable] NAME should be able to:

1. Xx

**Programme Structure and Content**

[adjust as applicable] The B.A./Ed./Sc. [adjust] NAME consists of a combination of new and existing courses. New courses are highlighted as **NEW** in the table below.

[all courses required for graduation are to be listed, including Foundation courses, free electives, and so on]

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR 1 Semester I** | **Credits** | **YEAR 1 Semester II** | **Credits** |
| [provide course code + name for required courses; add **NEW** to new courses] |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Credits** |  | **Total Credits** |  |
|  | | | |
| **YEAR 2 Semester I** | **Credits** | **YEAR 2 Semester II** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Credits** |  | **Total Credits** |  |
|  | | | |
| **YEAR 3 Semester I** | **Credits** | **YEAR 2 Semester II** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Credits** |  | **Total Credits** |  |
|  | | | |
| **TOTAL PROGRAMME CREDITS** | | |  |

**Staffing**

The courses of this programme will be delivered by existing staff within the DEPARTMENT NAME. [Change if new staff is needed in order for this programme to be offered.]

**Academic Quality Assurance**

The academic quality of the proposed programme will be monitored through the UWI 5-yearly curriculum review cycle, staff/student liaison committee meetings, Department-level examiners’ meetings, and the UWI course/lecturer evaluation. [Add if other mechanisms are in place, for instance through accrediting bodies.]

**Regional Collaboration/ Consultation**

Comments from the Faculties of [FACULTY NAME] at St Augustine and Cave Hill are appended to this document.

**Resources**

The programme will form part of the offerings of the DEPARTMENT NAME and will be supported by existing teaching staff and other resources. [adjust as appropriate and indicate if additional staff and/or resources will be required to facilitate the programme change]

**Evidence of Cross-Campus Consultation**

[Copy comments here & explain how they were taken into account.]