

**TORONTO METROPOLITAN UNIVERSITY  
POLICY OF SENATE**

**CURRICULUM MODIFICATIONS: GRADUATE AND UNDERGRADUATE PROGRAMS**

<b>Policy Number:</b>	127
<b>Previous Approval Dates:</b>	May 3, 2011; November 4, 2014; March 6, 2018, June 11, 2019
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<b>Next Policy Review Date:</b>	May 2027 <i>(or sooner at the request of the Provost and Vice President Academic or Senate)</i>
<b>Responsible Committee or Office:</b>	Provost and Vice-President Academic

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Curriculum modification of graduate and undergraduate programs is part of the Toronto Metropolitan University (the University), Institutional Quality Assurance Process (IQAP), which includes the following policies:

Policy 110: Institutional Quality Assurance Process

Policy 112: Development of New Graduate and Undergraduate Programs

Policy 126: Periodic Program Review of Graduate and Undergraduate Programs

**Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs**

Together, the policies that constitute the IQAP serve to promote a culture of continuous improvement, striving to achieve the highest possible standards of academic quality.

## **1. PURPOSE**

Programs at the university are expected to engage in a process of continuous improvement. Program renewal is an important feature of ongoing and continuous improvement in order to advance the discipline and improve the student experience. The purpose of this policy is to set out the parameters and requirements for modifications to existing undergraduate and graduate programs. Curriculum modifications are intended to:

- Implement the outcomes of a cyclical program review;
- Reflect the ongoing evolution of the discipline;
- Accommodate new developments in a particular field;
- Facilitate improvements in teaching and learning strategies;
- Respond to the changing needs of students, society, and industry; and/or
- Respond to improvements in technology.

## 2. SCOPE

This policy governs curriculum modification of undergraduate and graduate programs that have been approved by Ontario Universities Council on Quality Assurance (Quality Council).

## 3. DEFINITIONS

**3.1. Major Modifications<sup>1</sup>:** A significant change<sup>2</sup> in the core program requirements, intended learning outcomes, and/or human and other resources associated with a degree program or program of specialization. Examples of such changes include, but are not limited to, one or more of the following: requirements that differ significantly from those existing at the time of the previous periodic program review; significant changes to program-level learning outcomes that do not, however, meet the threshold of a new program; significant changes to the faculty engaged in delivering the program and/or to the essential resources, such as where there have been changes in mode(s) of delivery; change in program name and/or degree nomenclature, when this results in a change in learning outcomes; and/or addition of a single new field to an existing graduate program. Additional examples of Major Modifications are provided in Appendix A of this policy. Expedited approvals<sup>3</sup> by the Quality Council for Major Modifications and new or substantially modified graduate Fields within an existing program are only required at the request of the university, and are not normally subject to the Cyclical Audit process.

**3.2. Minor Modifications:** Program changes that are not substantial including, but not limited to:

- 3.2.1. Category 1 Minor Modifications – e.g. changes in course description, title or requisites; alteration to the number of course hours.
- 3.2.2. Category 2 Minor Modifications – e.g. repositioning of a course in a curriculum; adding or deleting a required course; changes in course weight; change in mode of a single course delivery; small changes to courses in a Minor.
- 3.2.3. Category 3 Minor Modifications – e.g. change in admission policy; variation in policy for grading, graduation or academic standing; substantial changes to a Minor; minor changes to existing graduate Fields.

**3.3.** Refer to Senate Policy 110 for additional definitions related to this policy.

**3.4.** Refer to Senate Policy 110 Appendix 1 and Appendix 2 for Degree Level

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<sup>1</sup> All Senate approved Major Modifications are reported to the Quality Council annually.

<sup>2</sup> For an explanation of significant change, see Appendix A.

<sup>3</sup> Refer to University Senate Policy 110, Appendix 3 for definition.

Expectations for Undergraduate and Graduate Programs.

#### **4. EXTERNAL AUTHORITY AND RESPONSIBILITY**

##### **4.1. Ontario Universities Council on Quality Assurance (Quality Council)**

- 4.1.1. The Quality Council receives a summary of the University's Major Modifications to curriculum on an annual basis.
- 4.1.2. The Quality Council has the final authority to decide if a major modification constitutes a new program and, therefore, must follow the Protocol for New Program Approvals.

#### **5. INTERNAL AUTHORITY AND RESPONSIBILITY**

##### **5.1. Senate**

- 5.1.1. Has the final authority to approve Major Modifications to undergraduate and graduate programs.
- 5.1.2. Has the final authority to approve Category 3 Minor Modifications to undergraduate programs.
- 5.1.3. Has the final authority to approve, as a consent item, Category 2 Minor Modifications to undergraduate programs.
- 5.1.4. Receives for information Category 3 Minor Modifications to graduate programs.
- 5.1.5. Has final internal authority for the approval of all new and revised academic policies.

##### **5.2. Standing Committees and Governance Council of Senate**

- 5.2.1. **Academic Standards Committee (ASC):** A Standing Committee of Senate that assesses and provides recommendations to Senate for approval of Category 3 Minor Modifications and Major Modifications to undergraduate programs; and assesses Category 2 Minor Modifications, as required, and presents to Senate, for information.
- 5.2.2. **Yeates School of Graduate Studies Council (YSGS Council):** A Governance Council of Senate that assesses and makes recommendations to Senate for approval of Major Modifications to graduate programs; and assesses Category 3 Minor Modifications and presents to Senate, for information.
- 5.2.3. **YSGS Programs and Planning Committee (PPC):** Assesses and

makes recommendations to YSGS Council on Major Modifications and Category 3 Minor Modifications to graduate programs.

### **5.3. Provost and Vice-President Academic**

- 5.3.1. Has overall responsibility for this policy and its procedures and review.
- 5.3.2. Reports outcomes of all undergraduate and graduate Major Modifications to Quality Council on an annual basis.

### **5.4. Deputy Provost and Vice-Provost University Planning**

- 5.4.1. Analyzes program costing for Major Modifications and other Minor Modifications to programs, as required.

### **5.5. Vice-Provost Academic**

- 5.5.1. Has final authority, where necessary, to determine if a modification to an undergraduate program is considered major or minor, and what constitutes a significant change.
- 5.5.2. Advises undergraduate programs on curriculum modifications.
- 5.5.3. Has the authority to submit Category 2 Minor Modifications for undergraduate programs to the Academic Standards Committee (ASC) for assessment and recommendation to Senate.
- 5.5.4. Submits Category 3 Minor Modifications and Major Modification proposals for undergraduate programs to the Academic Standards Committee (ASC) for assessment and recommendation to Senate.
- 5.5.5. Submits to Senate the ASC's recommendations regarding Category 2 Minor Modifications, Category 3 Minor Modifications and Major Modifications.
- 5.5.6. Submits, on an annual basis, Senate-approved undergraduate and graduate Major Modifications to the Provost and Vice-President Academic for a report to the Quality Council.
- 5.5.7. Resolves disputes between Faculty Deans/Dean of Record or between a Faculty Dean/Dean of Record and a Department/School/Program or Faculty Council with respect to curriculum modifications, as required.

**5.6. Vice-Provost and Dean, Yeates School of Graduate Studies (YSGS)**

- 5.6.1. Has final authority, where necessary, to determine if a modification to a graduate program is considered major or minor, and what constitutes a significant change.
- 5.6.2. Advises graduate programs on curriculum modifications.
- 5.6.3. Approves Category 2 Minor Modifications.
- 5.6.4. Submits Category 3 Minor Modifications and Major Modification proposals to the YSGS Council, for assessment and recommendation to Senate.
- 5.6.5. Submits to Senate, for information, the YSGS Council's recommendations regarding Category 3 Minor Modifications.
- 5.6.6. Submits to Senate the YSGS Council's recommendations regarding Major Modifications.
- 5.6.7. Resolves disputes between Faculty Deans/Dean of Record or between a Faculty Dean/Dean of Record and a Department/School/Program or Faculty Council with respect to curriculum modifications, as required.
- 5.6.8. Faculty Dean or Dean of Record
- 5.6.9. Endorses Category 2 and Category 3 Minor Modifications and Major Modifications to undergraduate programs.
- 5.6.10. Endorses Category 2 and Category 3 Minor Modifications and Major Modifications to graduate programs, in consultation with the Vice-Provost and Dean, YSGS.
- 5.6.11. Resolves disputes between a Department/School/Program Council and Faculty Council, if applicable, and Chair/Director with respect to curriculum modifications, as required.

**5.7. Chair/Director of Department/School (or designated academic unit)**

- 5.7.1. Oversees preparation of Minor and Major Modifications.
- 5.7.2. Submits to Department/School/Program and Faculty Council (where applicable) Minor and Major Modifications.
- 5.7.3. Submits Minor and Major Modifications, as required, to the Faculty Dean or Dean of Record.

**5.8. Department/School/Program and Faculty Council (where applicable)**

- 5.8.1. For undergraduate programs, approves Category 1 Minor Modifications, unless the Department/School/Program Council has designated another approval process.
- 5.8.2. For undergraduate programs, endorses Category 2 and Category 3 Minor Modifications and Major Modifications and recommends these to the appropriate Faculty Dean or Dean of Record.
- 5.8.3. For graduate programs, endorses all Minor Modifications and Major Modifications and recommends these to the appropriate Faculty Dean or Dean of Record, as appropriate.

**6. REVIEW OF POLICY AND PROCEDURES**

- 6.1. The review of the University's IQAP policies will follow the procedures set out in Senate Policy 110.
- 6.2. Procedures related to this policy will be developed and reviewed annually by the Vice- Provost Academic, the Vice-Provost and Dean, YSGS, and the Registrar's Office. These procedures will incorporate the process for undergraduate and graduate calendar changes.

## POLICY 127: CURRICULUM MODIFICATIONS FOR GRADUATE AND UNDERGRADUATE PROGRAMS

### PROCEDURES: UNDERGRADUATE PROGRAMS

This document outlines the procedures for **Minor Modifications** (Categories 1, 2 and 3) and **Major Modifications** to undergraduate degree programs.

Category 3 Minor Modifications and Major Modifications require proposals that are assessed by the Academic Standards Committee (ASC). The proposals must be submitted to the Vice- Provost Academic by **August 31**. Due to the large workload, ASC cannot guarantee that curriculum modification proposals submitted after the August deadline will be reviewed in time for ASC's recommendations to be forwarded to Senate for consideration at the November Senate meeting. ASC will give priority to proposals submitted by the August deadline. To implement new or revised curriculum for the subsequent fall semester, the proposal must be approved at or before the November Senate meeting.

All Minor and Major Modifications require the submission of forms to Undergraduate Calendar Publications according to the [annual memo sent out by the Vice-Provost Academic](#). Undergraduate Calendar Publications will accept Minor and Major Modifications starting May 1<sup>st</sup>.

**Required forms and submission guidelines can be found at:**

<https://www.ryerson.ca/undergradpublications/>

## 1. MINOR MODIFICATIONS

### 1.1. CATEGORY 1 MINOR MODIFICATIONS

1.1.1. **Description:** Category 1 Minor Modifications include:

- revisions to a course description, title, and requisites; and
- changes to course hours that entail an overall change of two hours or less for a single-semester course, or four hours or less for a two-semester course.

1.1.2. **Consultation:** Undergraduate Calendar Publications, as needed

1.1.3. **Required approvals:** Department/School/Program/Faculty Council(s) of Teaching Department/School, as appropriate (or the approver, such as Chair/Director, designated by the Department/School/Program Council of Teaching Department/School)

## 1.2. CATEGORY 2 MINOR MODIFICATIONS

### 1.2.1. **Description:** Category 2 Minor Modifications include:

- routine changes to curriculum including course repositioning, additions, or deletions;
- changes in course hours with a cumulative change of three hours or more for a single-term course or five hours or more for a multi-term course;
- a change in a single course delivery mode;
- change in course weight; and
- small changes to an existing Minor, Concentration, or Optional Specialization (for example, deleting one course and adding another; rearrangement of required and elective courses).

Consideration must be given to the effect of the change on students in each year of the program, including Majors, Double Majors, Concentrations, Co-op, Direct Entry, advanced standing and out-of-phase students.

### 1.2.2. **Consultations:** Consultations should start as early in the process as possible and should include:

- Vice-Provost Academic, for clarification of category of curriculum modification (e.g. Category 2 or Category 3)
- Curriculum Management: Curriculum Advising and Undergraduate Calendar Publications
- Chair/ Director and the Faculty Dean of the Departments/Schools affected by the curriculum modification
- Library, if course/program changes have implications for Library resources
- University Planning Office if additional resources (e.g., faculty, space, and/or technology) are needed as a result of the implementation of the proposed course and/or curriculum change
- Chang School Program Director, School Council, and Faculty Dean, if Chang School courses are deleted or certificates are affected

### 1.2.3. **Required Endorsements and Approvals:**

- Department/School/Program/Faculty Council(s) of the Program Department(s)/School(s), for endorsement;
- Faculty Dean of Program Department(s)/School(s), for endorsement;
- Department/School/Program/Faculty Council(s) of Teaching Department/School, where applicable, for endorsement;
- Faculty Dean of Teaching Department/School, where applicable, for endorsement; and
- Senate, for approval as a consent agenda item.

## 1.3. CATEGORY 3 MINOR MODIFICATIONS<sup>4</sup>

### 1.3.1. **Description:** Category 3 Minor Modifications include:

- small changes to program admission requirements;

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<sup>4</sup> Although the ASC may not yet have reviewed the curriculum changes, course change forms must be completed and filed with Undergraduate Calendar Publications by the deadline date published in the [annual memo](#) sent out by the Vice-Provost Academic.



- program-specific variations on grading, graduation, and/or Academic Standing;
- small changes to the total number of courses needed for graduation in a program (less than 5%);
- substantial changes to an existing Minor, Concentration; Optional Specialization, or Double Major;
- changes to existing Co-op curriculum and/or schedule; and
- deletion of a required course or courses in a program's curriculum provided by another Teaching Department/School, only in cases where the Teaching Department/School Council and/or the Faculty Dean of the Teaching Department/School disputes the course deletion.

1.3.2. **Consultations:** Consultations should start as early in the process as possible. Consultations will continue, as needed, throughout the proposal development.

- Vice-Provost Academic
- Registrar or Assistant Registrar, Curriculum Management
- Registrar and Director, Admissions
- Undergraduate Calendar Publications Editor
- University Planning Office, if additional resources (e.g., faculty, space, and/or technology) may be needed as a result of the implementation of the proposed course and/or curriculum change
- Library, if course/program changes have implications for Library resources
- Department/Schools affected by the proposed changes and their Faculty Deans
- Chang School Program Director, School Council, and Faculty Dean, if Chang School courses or certificates are affected

1.3.3. **Required Endorsements and Approvals:**

- Department/School/Program/Faculty Council(s) of the Program Department(s)/School(s), for endorsement;
- Faculty Dean of Program Department(s)/School(s), for endorsement;
- Department/School/Program/Faculty Council(s) of Teaching Department/School, where applicable, for endorsement;
- Faculty Dean of Teaching Department/School, where applicable, for endorsement;
- Academic Standards Committee (ASC), for assessment and recommendation to Senate; and
- Senate, for approval.

1.3.4. **REQUIRED PROPOSAL:** Consideration must be given to the effect of the change on students in each year of the program, including Majors, Double Majors, Concentrations, Co-op, Direct Entry, advanced standing and out-of-phase students. The proposal should contain the following information, as appropriate:

- the existing and the proposed curriculum modification, showing the revisions
- the rationale for the curriculum modification, including information on comparator programs (where relevant)
- changes to pre-requisites, if relevant

- program learning outcomes
- consideration of how an EDI/anti-racism lens has been applied to the proposed curriculum modification
- the effect of the proposed curriculum modification on the program learning outcomes, student experience, enrolment targets, retention, and academic standing
- the implementation date and implementation plan, and provisions for retroactivity.

## 2. MAJOR MODIFICATIONS

**2.1. Description:** Major Modifications to existing programs include significant changes in the program requirements, intended learning outcomes, and/or human and other resources associated with a degree program or program of specialization.

Examples of Major Modifications are provided in Appendix A of Senate Policy 127. Please consult the Vice-Provost Academic for further clarification on whether a proposed modification constitutes a significant change.

**IMPORTANT:** Major Modifications are normally an outcome of a periodic program review. Therefore, Major Modification proposals should be submitted within four (4) years of Senate approval of a periodic program review. Consultation with the Vice-Provost Academic must take place prior to commencing work on a Major Modification proposal if more than four years have elapsed since the last Senate approved periodic program review.

### 2.2. Consultations

Consultations with the following individuals and/or groups should start as early in the process as possible and continue, as needed, throughout the proposal development:

- Vice-Provost Academic
- Curriculum Development Consultant
- Registrar, Assistant Registrar, Curriculum Management
- Director, Admissions
- Undergraduate Calendar Publications Editor
- University Planning Office, if additional resources (e.g., faculty, space, and/or technology) may be needed as a result of the implementation of the proposed course and/or curriculum change
- Department/Schools affected by the proposed changes and their Faculty Deans
- Chang School Program Director, School Council, and Faculty Dean, if Chang School courses or certificates are affected
- Current students and recent graduates of the program

### 2.3. Required Endorsements and Approvals

- Department/School/Program/Faculty Council(s) of the Program Department(s)/School(s), for endorsement;
- Faculty Dean of the Program Department(s)/School(s), for endorsement;

- Department/School/Program/Faculty Council(s) of Teaching Department/School, where applicable, for endorsement;
- Faculty Dean of Teaching Department/School, where applicable, for endorsement;
- ASC evaluates the proposal and submits its recommendation to Senate;
- Senate, for approval; and
- Quality Council, in the case of an Expedited Approval of a Major Modification.

## **2.4. Documentation**

All Major Modifications require preparation of a proposal as per Section 2.4.1 below. The University, at its discretion, may request that the Quality Council review a Major Modification proposal, which normally falls under the Expedited Approval Process and, thus, would require completion of a Proposal as outlined in the Procedures section of Senate Policy 112 (except for Sections 4 and 5) in addition to the criteria identified in section 2.4 of Policy 127 (below).

The Major Modification proposal must indicate the implementation date, the implementation plan, and provisions for retroactivity. Consideration must be given to the effect of the change on students in each year of the program, including Optional Specializations, Majors, Double Majors, Concentrations, Co-op, Direct Entry, advanced standing and out-of-phase students.

For changes to degree credential, include an explanation of why the proposed credential is more appropriate; provide credential used by comparator programs; provide a comparison to the admissions requirements and curriculum of programs using the proposed credential; demonstrate that the proposed credential is recognized by industry or relevant professions; where relevant, include feedback from alumni and current program students. Provide an implementation plan.

For an Honours designation, refer to guidelines provided by the Office of the Vice-Provost Academic.

### **2.4.1 PROPOSAL (mandatory)**

Include all the following in the proposal:

1. a summary of the proposed changes and the rationale in light of the program's stated objectives;
2. the effect on the Undergraduate Degree Level Expectations (UDLEs) and program learning outcomes, illustrated through an analysis of curricular mapping;
3. the impact of the proposed changes on the program's students and how the changes will improve the student experience.
4. consideration of how an EDI/anti-racism lens has been applied to the proposed curriculum modification
5. an indication of those changes that are the result of a previous periodic program review;

6. a list of the added resources that are needed, including space, faculty and staff. Where appropriate (e.g. changing from traditional to fully online delivery), comment on the adequacy of and access to technology platforms and tools, student support services, and faculty/staff training;
7. a table permitting easy comparison of the existing curriculum with the curriculum of the proposed amended program by year and term, including course numbers and titles, course hours in lecture, lab or studio, and course designation by program categories (core, open electives and liberal studies);
8. a rationale if there are changes to electives, with comments on the actual availability of electives;
9. a description of each new or amended course, in calendar format
10. a statement of program balance (among core, open electives, and liberal studies) for existing and amended programs;
11. a statement of how and when changes will be implemented, and the strategy for communicating the changes to students;
12. a summary of the implications for external recognition and/or professional accreditation;
13. a summary, in the case of extensive changes, of views of the Program Advisory Council;
14. a list of any other programs affected by the changes; and
15. a brief executive summary.

## **POLICY 127: CURRICULUM MODIFICATIONS FOR GRADUATE AND UNDERGRADUATE PROGRAMS**

### **PROCEDURES: GRADUATE PROGRAMS**

Forms, time lines and complete submission instructions can be found at <http://www.ryerson.ca/graduate/faculty-staff/>

#### **Where to submit:**

Graduate curriculum and calendar changes with all signatures must be submitted to the office of the Associate Dean, Programs, YSGS.

**Submission Deadline:** February

#### **Required Consultation:**

The Associate Dean, Programs, YSGS, should be consulted early in the process to ensure that possible issues regarding the effect of the change on current and incoming students are considered.

### **1. MINOR MODIFICATIONS**

#### **1.1. CATEGORY 1 MINOR MODIFICATIONS**

**1.1.1. Description:** Category 1 Minor Modifications typically include:

- revisions to course description, title, and requisites;
- changes to course hours with a cumulative change of two hours or less for a one credit course or four hours or less for a multi-credit course.

**1.1.2. Required Approvals**

- Graduate Program Council, for approval.

**1.1.3. Required Forms**

- Graduate course Change form – Active Courses (GCC-A)
- Graduate Course Change Summary form (GCCS)
  - Summarizes all course changes for the upcoming academic year
  - Every course listed in a GCCS form must have a corresponding GCC form

#### **1.2. CATEGORY 2 MINOR MODIFICATIONS**

**1.2.1. Description:** Category 2 Minor Modifications include:

- routine changes to curriculum including course repositioning, additions, or deletions;

- changes in course hours with a cumulative change of three hours or more for a one-credit course or five hours or more for a multi-credit course;
- a change to the mode of delivery of a single course; and
- course weight variations.
- Required Endorsements and Approvals, Graduate Program Council, for endorsement;
- Faculty Dean of the Teaching Department(s)/School(s), for endorsement; and
- Vice-Provost and Dean, YSGS, for approval.

### **1.2.2. Forms**

#### **1.2.3.1. Graduate Course Change form – Active (GCC–A) or - New (GCC–N)**

- for changes to active or the introduction of new courses respectively

#### **1.2.3.2. Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.**

- Subject Librarian: regarding library resource needs/changes.
- Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
- Deleting an elective course in another program's curriculum: there must be consultation with that program.

#### **1.2.3.3. Graduate Course Change Summary form (GCCS)**

- Summarizes all course changes for the upcoming academic year
- Every course listed in a GCCS form must have a corresponding GCC-A or -N form

## **1.3. CATEGORY 3 MINOR MODIFICATIONS**

### **1.3.1. Description:** Category 3 Minor Modifications include:

- change in program admission requirements;
- program-specific variations on grading, promotion, graduation, and/or academic standing; and
- minor changes to existing Fields.

### **1.3.2. Required Endorsements and Approvals**

- Graduate Program Council, for endorsement;
- Department/School Council(s), for endorsement;
- Faculty Dean of affected Program(s)/Department(s)/School(s), for endorsement;
- Vice-Provost and Dean, YSGS, for approval; and
- Senate, for information.

### 1.3.3. Forms and Documents

#### 1.3.3.1. Proposal

- Changes in admission, promotion, grading, graduation, or academic standing policy:
  - Include copies of both the existing and the proposed policy, identifying the changes, and the rationale for them.
  - Minor changes to existing Fields: include a list of current Fields (if applicable) with an outline of requirements.
- Provisions for retroactivity.

#### 1.3.3.2. Proposed curricular structure: Provide the current and proposed curricular structure, in Calendar format.

#### 1.3.3.3. Graduate Course Change form – Active (GCC–A) or - New (GCC–N)

- for changes to active or the introduction of new courses respectively. Although the change is not yet approved, these forms must be completed and submitted by the deadline date.

#### 1.3.3.4. Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.

- Subject Librarian: regarding library resource needs/changes.
- Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
- Deleting an elective course in another program's curriculum: there must be consultation with that program.

#### 1.3.3.5. Graduate Course Change Summary form (GCCS)

- Summarizes all course changes for the term submitted.
- Every course listed in a GCCS form must have a corresponding GCC-A or -N form.

## 2. MAJOR MODIFICATIONS

**2.1. Description:** Major Modifications to existing programs include significant changes in the program requirements, intended learning outcomes, and/or human and other resources associated with a degree program or program of specialization.

Examples of Major Modifications are provided in Appendix A of Senate Policy 127. Please consult the Vice-Provost and Dean, YSGS, and, if necessary, the Vice-Provost Academic for further clarification on whether a proposed modification constitutes a significant change.

## 2.2. Consultations

Consultations with the following individuals and/or groups should start as early in the process as possible and continue, as needed, throughout the proposal development:

- Vice-Provost and Dean, YSGS, who will, where appropriate, consult with the Registrar, Assistant Registrar (Curriculum Management), and the University Planning Office
- Department/Schools affected by the proposed changes and their Faculty Deans
- Current students and recent graduates of the program

## 2.3. Required Endorsements and Approvals

- Graduate Program Council, for endorsement;
- Department/School Council(s) and the Faculty Dean of affected by the change(s), for endorsement;
- YSGS Programs and Planning Committee, for endorsement;
- YSGS Council evaluates the proposal and submits its recommendation to Senate;
- Senate, for approval; and
- Quality Council, in the case of an Expedited Approval of a Major Modification.

## 2.4. Documentation

All Major Modifications require preparation of a proposal as per Section 2.4.1 below. The University, at its discretion, may request that the Quality Council review a Major Modification proposal, which normally falls under the Expedited Approval Process and, thus, would require completion of a Proposal as outlined in the Procedures section of Senate Policy 112, in addition to those listed below, in Section 2.4.1.

The Major Modification proposal must indicate the implementation date, the implementation plan, and provisions for retroactivity. Consideration must be given to the effect of the change on students in each year of the program, including Optional Specializations, Majors, Double Majors, Concentrations, Co-op, Direct Entry, advanced standing and out-of-phase students.

For changes to degree credential, include an explanation of why the proposed credential is more appropriate; provide credential used by comparator programs; provide a comparison to the admissions requirements and curriculum of programs using the proposed credential; demonstrate that the proposed credential is recognized by industry or relevant professions; where relevant, include feedback from alumni and current program students. Provide an implementation plan.

For an Honours designation, refer to guidelines provided by the Office of the Vice-Provost Academic.



### **2.4.1. PROPOSAL (mandatory)**

Include all of the following in the proposal:

1. a summary of the proposed changes and the rationale in light of the program's stated objectives;
2. the effect on the Graduate Degree Level Expectations (GDLEs) and program learning outcomes, illustrated through an analysis of curricular mapping;
3. the impact of the proposed changes on the program's students and how the changes will improve the student experience.
4. consideration of how an EDI/anti-racism lens has been applied to the proposed curriculum modification
5. an indication of those changes that are the result of a previous periodic program review;
6. a list of the added resources that are needed, including space, faculty and staff. Where appropriate, comment on the adequacy of and access to technology platforms and tools, student support services, and faculty/staff training;
7. a table permitting easy comparison of the existing curriculum with the curriculum of the proposed amended program;
8. a rationale if there are changes to electives, with comments on the actual availability of electives;
9. a description of each new or amended course, in calendar format;
10. a statement of how and when changes will be implemented, and the strategy for communicating the changes to students;
11. a summary of the implications for external recognition and/or professional accreditation;
12. a summary, in the case of extensive changes, of views of the Graduate Program Council;
13. a list of any other programs affected by the changes; and
14. a brief executive summary.

**2.5.** Proposed curricular structure: Provide the current and proposed curricular structure, in Calendar format.

**2.6.** Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.

- Subject Librarian: regarding library resource needs/changes.
- Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.

## APPENDIX A

### Examples of Major Modifications - Undergraduate and Graduate

Major modifications typically include one or more of the following program changes:

- a) Requirements for the program that differ significantly from those existing at the time of the previous periodic program review;
- b) Impacts to the program learning outcomes that do not, however, meet the threshold of a new program; and
- c) Significant changes to the faculty engaged in delivering the program and to the essential physical resources.

A significant change occurs when the objectives of the program are altered, without resulting in a new program.

Examples of common major modifications for both undergraduate and graduate programs:

- Significant change to:
  - Admission requirements where it affects learning outcomes;
  - The total number of courses required for graduation in a program (greater than 5%);
  - Courses comprising a substantial proportion of the program since the last periodic program review that does not result in a new program;
  - Curriculum due to changes to the faculty delivering the program, for example a large proportion of the faculty retires, or the expertise of new hires changes the focus of research and teaching interests;
  - A program's essential resources such as when there have been changes to the existing modes of delivery (for example, a new institutional collaboration or a move to online, blended or hybrid learning), where these changes impair the delivery of the approved program;
  - The laboratory time of a program;
- The introduction or deletion of a co-op, internship, practicum, portfolio, or work experience requirement;
- Change to the name of the School or Department;
- Change in program name and/or degree designation (e.g. Honours);
- The change to a full-time or part-time program offering for an existing program;
- The merger of two or more programs, in the absence of any other significant changes;
- The establishment of an existing degree program at another institution or location;
- The offering of an existing program substantially online where it had previously been offered in face-to-face mode, or vice versa;
- Any other significant changes to a program or its learning outcomes that do not meet the threshold of 'new program'<sup>5</sup>;
- The closure of a program<sup>6</sup>.

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<sup>5</sup> Refer to University Senate Policy 110 for definition

<sup>6</sup> For a program closure, commentary on the conditions leading to a program closure and the associated procedures that are to be used to facilitate the closure must be clearly articulated.

**For undergraduate programs only:**

- The introduction or deletion of a minor, concentration, or optional specialization;
- The introduction or deletion of a double major that is based on two existing degree programs;
- New bridging/pathway programs for college diploma graduates;

**For graduate programs only:**

- The introduction or deletion of a research paper, thesis or capstone project;
- Any change to the requirements for graduate program candidacy examinations, field studies or residence requirements;
- The creation, deletion or re-naming of a field in a graduate program. Note that the creation of more than one field at a point in time or over subsequent years may need to go through the Expedited Protocol process.