Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

The level of approval required for proposals relating to academic policy and programs under the authority of Governing Council depends upon the magnitude and significance of the proposed changes to existing policy. Policy and program changes specific to particular academic divisions are approved in the first instance by divisional councils. University-wide policy proposals are developed by the central administration. The point of entry for all academic policy and program proposals into University governance is the Committee on Academic Policy and Programs (AP&P). The judgment as to the level of approval warranted for a given proposal is made by the Chair of the Committee on the advice of the agenda planning group. Examples of the types of proposals, by the level of approval or other action warranted, are given in the table below:

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Admission policies	Amendments to admission policies that are not of major significance to the entire division		New divisional policies and major amendments to them that affect the entire division	University-wide policies and amendments to them~~New divisional policies and practices or amendments to existing ones which affect the whole division or amendments to University-wide policies~~
Student a~~A~~wards policies ~~and practices~~	Establishment, termination or amendment of divisional policies on student awards that are consistent with University-wide policy		Minor amendments to University-wide policies on student awards	Establishment, termination or major amendment of University-wide policies on student awards
Academic regulations	Minor amendments to divisional academic regulations that are consistent with University-wide policy		Minor amendments to University-wide policies governing academic regulations. Major amendments to divisional academic	Establishment, termination or major amendment of University-wide policies governing academic regulations, e.g. student appeal procedures, or

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			regulations or regulations that require an exception to University-wide policies ~~appeal procedures~~ ~~standards of professional behaviour~~	standards of professional behaviour

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Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Academic program proposals	- modifications to existing degree programs; ~~the establishment, termination and~~ modification of graduate diploma programs and undergraduate certificate programs, where authority is delegated to the academic divisions in the University's *Policy on Diploma and Certificate Programs*[1]; and - transcript notations within existing degree programs.	- annual report on major modifications to existing degree programs - Annual report on modifications of diploma and certificate programs, where required by the Policy on Diploma and Certificate Programs - annual report on the establishment of transcript notations within existing degree programs.	- new undergraduate programs within an existing degree, as defined in the University of Toronto Quality Assurance Process~~,~~ other than those requiring ~~approval by~~a recommendation to the Academic Board, and the closure of such programs ~~and confirmation by the Executive Committee~~; - new graduate diploma programs, ~~including graduate diploma programs,~~ and undergraduate certificate programs, where governance approval is required by the University's *Policy on Diploma and Certificate Programs* and the closure of such programs; - new collaborative	- New undergraduate programs leading to new degrees; - New graduate programs and degrees; - the termination of existing degrees - the termination of graduate degree programs - the addition and termination of joint degrees and programs with external institutions; - the renaming of degrees; and - programs that establish significant new academic directions for a Faculty or are anticipated to have a substantial impact on relationships amongst divisions or with the public.

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[1] Because of further clarification regarding the approval of the establishment or termination of a diploma program that has arisen with the approval of the UTQAP, guidance from the Office of the Vice-Provost should be sought prior to the development of any such proposal.

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Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

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			graduate programs; and <u>new</u> fields within existing graduate programs <u>and the closure of such programs / fields</u>.	

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Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Examinations and Grading Policies	Minor amendments to divisional practices consistent with the University's policy		Major amendments to divisional practices and policies including those which ~~are consistent with~~require an exception to some aspect of the University-wide policy ~~but~~ and those that have a major impact on the division	Establishment, amendment or repeal of University-wide policy with respect to grading practices and examinations ~~Major amendments to divisional practices and policies or amendments requiring an exception to University-wide policy~~
Policy on academic services				Policy matters with respect to academic services (~~included~~ including but not limited to the Library, computing services, student record systems
Earned degrees, diplomas and certificates			Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements.	~~Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements.~~

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Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

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Research policy				Policy on research dealing with such matters as the use of human and animal subjects, intellectual property, publication of research results, inventions and innovations

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Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

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Monitorial responsibilities		~~Annual~~ Report<u>s</u> on Reviews of Academic Programs & Units <u>Annual report on major modifications to academic programs, as approved by the divisional councils</u> <u>Annual report on the establishment and termination of transcript notations within existing degree programs</u> Vice-Provost, Students, Annual Report on Financial Support for Students Report on Student Awards: New Amended & Withdrawn ~~Report of the Vice-President, Research and International Relations~~		

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Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

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Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Other			Revised Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity	

May 23, 2002August 8October 13, 2011
Revisions approved by Governing Council May 1, 2006; May 19, 2011

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