

### 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 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            |   | <ul style="list-style-type: none"> <li>• <del>Changes to admission requirements for graduate programs and approval of direct entry options to existing PhD programs, as approved by the Graduate Education Council, are included in an annual report of changes to graduate programs submitted to the Committee for information</del></li> </ul> | <ul style="list-style-type: none"> <li>• <del>Minor changes to individual programs or to divisional practices and policies</del></li> </ul>  | <ul style="list-style-type: none"> <li>• New divisional policies and practices or amendments to existing ones which affect the whole division or amendments to University-wide policies</li> </ul> |
| Awards policies and practices |   |  | <ul style="list-style-type: none"> <li>• Minor amendments</li> </ul>   | <ul style="list-style-type: none"> <li>• Establishment, termination or major amendment of policies on student awards</li> </ul>  |
| Academic regulations          |   |  | <ul style="list-style-type: none"> <li>• appeal procedures</li> <li>• standards of professional behaviour</li> </ul>   |  |
| Academic program proposals    | <ul style="list-style-type: none"> <li>• minor calendar changes, such as the addition or deletion of a course, without significant implications for the nature of the program or the</li> </ul> | <ul style="list-style-type: none"> <li>• collaborative graduate programs, after approval by the Council of the School of Graduate Studies</li> <li>• flex time options for</li> </ul>  | <ul style="list-style-type: none"> <li>• changes to curriculum within established degree programs that can be accomplished with existing resources and are not major, e.g.:</li> </ul> | Changes which: <ul style="list-style-type: none"> <li>• establish a new degree program, or change an existing degree, diploma or post-secondary certificate programs with</li> </ul>               |

**Deleted:** Changes to admission requirements for graduate programs and approval of direct entry options to existing PhD programs, as approved by the Graduate Education Council, are included in an annual report of changes to graduate programs submitted to the Committee for information

**Deleted:** Minor changes to individual programs or to divisional practices and policies

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| <p><b>Academic program proposals</b></p> | <p>needs of students;</p> <ul style="list-style-type: none"> <li>● changes in the semester in which a course is offered;</li> <li>● minor adjustments in the course hours, without significant implications for the objectives of the program;</li> <li>● changes in titles and in course descriptions that reflect normal updating;</li> <li>● purely stylistic changes in calendar material; etc.</li> </ul> <p>(a) modifications to existing degree programs;</p> <p>(b) the establishment, termination and modification of diploma programs and certificate programs, where authority is delegated to the academic divisions in the University's Policy on Diploma and Certificate Programs;</p> <p>(c) transcript notations within existing degree programs.</p> | <p>PhD studies approved by SGS Council</p> <ul style="list-style-type: none"> <li>● combined programs where the requirements of the established component programs are not changed</li> <li>● Minor changes within degree programs</li> </ul> <p>Certificate programs in continuing education which:</p> <ul style="list-style-type: none"> <li>● Have open admission; but may be targeted to particular professional and quasi-professional areas</li> <li>● comprise a coherent sequence of courses</li> <li>● credit may not be transferred to degree programs</li> <li>● do not register students as University of Toronto students</li> </ul> | <ul style="list-style-type: none"> <li>○ specialist, major and minor programs in arts and science</li> <li>○ changes in professional degree requirements</li> <li>○ addition or deletion of program streams within established degree programs;</li> </ul> <ul style="list-style-type: none"> <li>● new programs within an existing degree, as defined in the University of Toronto Quality Assurance Process, other than those requiring approval by the Academic Board and confirmation by the Executive Committee.</li> </ul> <p>Diploma programs which:</p> <ul style="list-style-type: none"> <li>● require completion of an undergraduate or graduate degree for admission;</li> <li>● comprise a coherent sequence of courses</li> <li>● provide for a mechanism of assessment of student</li> </ul> | <p>resulting resource implications; or</p> <ul style="list-style-type: none"> <li>● establish significant new academic directions for a Faculty; or</li> <li>● are anticipated to have significant impact on relationships amongst divisions or with the public;</li> <li>● Involve joint programs with external institutions;</li> </ul> <ul style="list-style-type: none"> <li>● Undergraduate programs leading to new degrees;</li> <li>● graduate programs and degrees;</li> <li>● the termination of existing degrees;</li> <li>● the addition and termination of joint degrees and programs with external institutions;</li> <li>● the renaming of degrees; and</li> <li>● programs that establish significant new academic directions for a</li> </ul> |
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|  |  |  | <p>performance</p> <ul style="list-style-type: none"> <li>• registers students as University of Toronto students who receive diplomas at Convocation</li> <li>• may include courses offered for credit in a graduate degree program, for which credit may be transferred if the student enrolls in the degree program</li> <li>• diploma programs, including graduate diploma programs, and certificate programs, where governance approval is required by the University's Policy on Diploma and Certificate Programs</li> <li>• collaborative graduate programs</li> <li>• fields within existing graduate programs</li> </ul> <p>Post-secondary certificate programs which:</p> <ul style="list-style-type: none"> <li>• require completion of</li> </ul> | <p>Faculty or are anticipated to have a substantial impact on relationships amongst divisions or with the public.</p> |
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|  |   |                                  | <p>secondary school as a condition of admission</p> <ul style="list-style-type: none"> <li>• <del>comprise a coherent sequence of courses</del></li> <li>• <del>provide for a mechanism of assessment of student performance</del></li> <li>• <del>registers students as University of Toronto students who receive diplomas at Convocation</del></li> <li>• <del>may include courses offered for credit in an undergraduate degree program, for which credit may be transferred if the student enrolls in the degree program</del></li> </ul> |   |
| <b>Examinations and Grading Policies</b> | <ul style="list-style-type: none"> <li>• Minor amendments to divisional practices consistent with the University's policy</li> </ul>              |                                  | <ul style="list-style-type: none"> <li>• Major amendments to divisional practices and policies which are consistent with the University-wide policy but have a major impact on the division</li> </ul>   | <ul style="list-style-type: none"> <li>• Establishment, amendment or repeal of University-wide policy with respect to grading practices and examinations</li> <li>• Major amendments to divisional practices and policies or amendments requiring an exception to University-wide policy</li> </ul> |

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| Policy on academic services               |  |   |  | <ul style="list-style-type: none"> <li>Policy matters with respect to academic services (included but not limited to the Library, computing services, student record systems)</li> </ul>                                   |
| Earned degrees, diplomas and certificates |  |   |  | <ul style="list-style-type: none"> <li>Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements.</li> </ul>   |
| Research policy                           |  |   |  | <ul style="list-style-type: none"> <li>Policy on research dealing with such matters as the use of human and animal subjects, intellectual property, publication of research results, inventions and innovations</li> </ul> |
| Monitorial responsibilities               |  | <ul style="list-style-type: none"> <li>Annual Report on Reviews of Academic Programs &amp; Units</li> <li>Vice-Provost, Students, Annual Report on Financial Support for Students</li> <li>Report on Student Awards, New Amended</li> </ul> |  |  |

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|              |  | & Withdrawn <ul style="list-style-type: none"> <li>• Report of the Vice-President, Research and International Relations</li> <li>• Connaught Committee Annual Report</li> </ul> |  |  |
| <b>Other</b> |  |   | <ul style="list-style-type: none"> <li>• revised Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity</li> </ul> |  |

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May 23, 2002 (Proposed Revisions, February 8, 2011)