

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 | <u>Amendments to admission policies that are not of major significance to the entire division</u> | | <u>New divisional policies and major amendments to them that affect the entire division</u> | <u>University-wide policies and amendments to them</u> |
| <u>Student awards policies</u> | <u>Establishment, termination or amendment of divisional policies on student awards that are consistent with University-wide policy</u> | | <u>Minor amendments to University-wide policies on student awards</u> | Establishment, termination or major amendment of <u>University-wide</u> policies on student awards |
| Academic regulations | <u>Minor amendments to divisional academic regulations that are consistent with University-wide policy</u> | | <u>Minor amendments to University-wide policies governing academic regulations. Major amendments to divisional academic regulations or regulations that require an exception to University-wide policies</u> | <u>Establishment, termination or major amendment of University-wide policies governing academic regulations, e.g. student appeal procedures, or standards of professional behaviour</u> |

Deleted: New divisional policies and practices or amendments to existing ones which affect the whole division or amendments to University-wide policies

Deleted: A
Deleted: and practices

Deleted: appeal procedures¶
standards of professional behaviour¶

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference 20213

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* |
|----------------------|---|----------------------------------|------------------|---|
|----------------------|---|----------------------------------|------------------|---|

| | | | | |
|--|---|---|---|---|
| <p>Academic program proposals</p> | <ul style="list-style-type: none"> • modifications to existing degree programs; • modification of diploma programs and certificate programs, where authority is delegated to the academic divisions in the University's <i>Policy on Diploma and Certificate Programs</i>¹; and • transcript notations within existing degree programs. | <ul style="list-style-type: none"> • <u>annual report on major modifications to existing degree programs</u> • <u>Annual report on modifications of diploma and certificate programs, where required by the Policy on Diploma and Certificate Programs</u> • annual report on the establishment of transcript notations within existing degree programs. | <ul style="list-style-type: none"> • new <u>undergraduate</u> programs within an existing degree, as defined in the University of Toronto Quality Assurance Process, other than those requiring a <u>recommendation to the Academic Board, and the closure of such programs</u>; • <u>new</u> diploma programs, and certificate programs, where governance approval is required by the University's <i>Policy on Diploma and Certificate Programs</i> <u>and the closure of such programs</u>; • <u>new</u> collaborative graduate programs; and <u>new</u> fields within existing graduate programs <u>and the closure of such programs / fields</u>. | <ul style="list-style-type: none"> • <u>New</u> undergraduate programs leading to new degrees; • <u>New</u> graduate programs and degrees; • the termination of existing degrees • <u>the termination of graduate degree programs</u> • 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. |
|--|---|---|---|---|

← **Formatted:** Bullets and Numbering

Deleted: the establishment, termination and

Deleted: ,

Deleted: approval by

Deleted: and confirmation by the Executive Committee

Deleted: including graduate diploma programs,

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.

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

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 <u>including those which require an exception to some aspect of the University-wide policy.</u> | Establishment, amendment or repeal of University-wide policy with respect to grading practices and examinations |
| Policy on academic services | | | | Policy matters with respect to academic services (<u>including</u> but not limited to the Library, computing services, student record systems |
| Earned degrees, diplomas and certificates | | | <u>Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements.</u> | |
| 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 |

Deleted: are consistent with

Deleted: but and those that have a major impact on the division

Deleted: Major amendments to divisional practices and policies or amendments requiring an exception to University-wide policy

Deleted: included

Deleted: Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements.¶

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

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* |
|----------------------|---|----------------------------------|------------------|---|
|----------------------|---|----------------------------------|------------------|---|

| | | | | |
|---|--|---|--|--|
| <p>Monitorial responsibilities</p> | | <p>Reports on Reviews of Academic Programs & Units</p> <p>Annual report on major modifications to academic programs, as approved by the divisional councils</p> <p>Annual report on modifications of diploma and certificate programs, where required by the Policy on Diploma and Certificate Programs</p> <p>Annual report on the establishment and termination of transcript notations within existing degree programs</p> <p>Vice-Provost, Students' Annual Report on Financial Support for Students</p> <p>Report on Student Awards: New Amended & Withdrawn</p> | | |
|---|--|---|--|--|

Deleted: Annual

Deleted: Report of the Vice-President, Research and International Relations ¶

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

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* |
|----------------------|---|----------------------------------|--|---|
| Other | | | Revised Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity | |

September 14, [2011](#)

Revisions approved by Governing Council May 1, 2006; May 19, 2011

Deleted: May 23, 2002

Deleted: August 8

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference