

**FOR APPROVAL**

**PUBLIC**

**OPEN SESSION**

<b>TO:</b>	UTSC Academic Affairs Committee
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<b>PRESENTER: CONTACT INFO:</b>	Prof. Michael Souza: Acting Associate Dean, Undergraduate Programs and Curriculum, OVPD (416) 287-7191, <a href="mailto:adundergrad.utsc@utoronto.ca">adundergrad.utsc@utoronto.ca</a>
<b>DATE:</b>	May 20, 2024 for May 27, 2024
<b>AGENDA ITEM:</b>	5

**ITEM IDENTIFICATION:**

Minor Modifications: Combined Degree Program Curriculum Changes (BBA & MAccFin), Department of Management, UTSC (for approval) \*

**JURISDICTIONAL INFORMATION:**

The UTSC Academic Affairs Committee (AAC) “is concerned with matters affecting the teaching, learning and research functions of the Campus (AAC *Terms of Reference*, section 4).” Under section 5.6 of its *Terms of Reference*, the AAC is responsible for approval of “major and minor modifications to existing degree programs.”

The AAC has responsibility for the approval of major and minor modifications to existing programs as defined by the [University of Toronto Quality Assurance Process](#) (UTQAP, Section 3.1 and 3.3).

**GOVERNANCE PATH:**

- 1. UTSC Academic Affairs Committee [For Approval] (May 27, 2024)**

**HIGHLIGHTS:**

This package includes minor modifications to the Bachelor of Business Administration (BBA) and Master of Financial Accounting (MAccFin) Combined Degree Program curriculum – for Fall 2024, which requires governance approval. These changes are brought forward from the Department of Management, UTSC. Minor modifications to curriculum are understood as those that do not have a significant impact on program or course learning outcomes. They require governance approval when they modestly change the nature of a program or course.

- **The Department of Management** (Report: Fall 2024 Combined Degree Programs, BBA Business Administration & MAccFin)
  - 1 Program Modification:
    - COMBINED DEGREE PROGRAM, BACHELOR OF BUSINESS ADMINISTRATION / MASTER OF ACCOUNTING AND FINANCE

Summary of changes includes:

- 1) Adding notation in the Program Requirements of this CDP indicating student must follow prescribed co-op term and/or academic study sequencing options as determined and communicated by the Department of Management.
- 2) Removing text from the Program Requirements of this CDP indicating that a degree-required course “replaces 1.0 FCE in C-level Economics courses”, which is no longer a requirement of the associated undergraduate BBA program.
- 3) Removing text from the Application Process for this CDP indicating that original transcripts are needed and applicants are invited to an interview based on a ranking score.

Attached proposal provides clarity on proposed change rationale.

**FINANCIAL IMPLICATIONS:**

There are no significant financial implications to the campus operating budget.

**RECOMMENDATION:**

Be It Resolved,

THAT the proposed combined degree program (BBA and MAccFin) curriculum changes, as detailed in the respective curriculum change proposal, dated May 27, 2024, be approved, effective September 1, 2024.

**DOCUMENTATION PROVIDED:**

1. Proposal - Combined Degree Program, BBA Business Administration & MAccFin, dated May 27, 2024



## Minor Modification to Undergraduate Program Proposal

**Jump to Section in this form:**

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Version Start Session: <sup>1</sup>	Fall 2024
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Existing Program Title:	COMBINED DEGREE PROGRAMS, BACHELOR OF BUSINESS ADMINISTRATION / MASTER OF ACCOUNTING AND FINANCE
New Program Title: <sup>2</sup>	
Level of Instruction:	<input checked="" type="checkbox"/> Undergraduate
Program Type:	<input checked="" type="checkbox"/> Subject

### Responsibility

Division: <sup>3</sup>	University of Toronto Scarborough
Unit(s): <sup>4</sup>	Management

### Governance Routing

Proposal Divisional Review	<input checked="" type="checkbox"/> This proposal requires full divisional review ( <i>default</i> )
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### Content & Program Requirements

Step 1: Copy and paste the existing Calendar entry from CM into the boxes below.

Step 2: Show all the changes being made; please do not use track changes:

- Use “~~Strikethrough~~” and **yellow highlighting** to show deleted copy.
- Add all new copy in **red**.



### Program Description (showing changes)

The Combined Degree Programs for UTSC Bachelor of Business Administration (BBA) with the Master of Accounting and Finance (MAccFin) offered by the Graduate Department of Management allow exceptional students who are registered in one of the Specialist/Specialist Co-op programs identified below to apply during Year 2 of their undergraduate studies, and be considered, for admission to the MAccFin program. They are designed for students with no prior work experience who are interested in pursuing careers in account management, wealth management, consultancy, and entrepreneurship.

### Contact Information:

Email: [Maccfin@utsc.utoronto.ca](mailto:Maccfin@utsc.utoronto.ca)

### The Combined Degree Programs options are:

- Management and Accounting (Specialist), Bachelor of Business Administration/ Master of Accounting and Finance
- Management and Accounting (Specialist Co-op), Bachelor of Business Administration/ Master of Accounting and Finance

### Application Process:

- Applicants must apply to the Bachelor of Business Administration (BBA) program, the MAccFin program, and the CDP.
- Qualified student in Year 2 of their BBA degree program apply to the MAccFin program and their chosen CDP through the SGS Online Admission Application system:
  - Students may apply after they have completed up to 10.0 credits; however, students who have completed more than 10.0 credits may not be considered for admission to the Program.
- Applicants must:
  - Complete a standardized application form with customized fields through the SGS Online Application System;
  - Provide official transcripts;
  - Provide at least two reference letters; and
  - Provide a resume.
  - Applicants will be scored on each admission requirement and then ranked based on their overall score. Top-ranked applicants will be invited for an interview.



**Admission Requirements (if applicable; showing changes)**

Minimum Admission Requirements:

Admission to the program is extremely competitive, and all aspects of the application are considered. Meeting minimum grade requirements does not guarantee admission. To be considered for conditional admission to the MAccFin program and the selected CDP, applicants must meet the following admission requirements:

- Be admitted to the BBA degree and one of the Management and Accounting Specialist programs at UTSC.
- Meet the minimum admission requirements of the School of Graduate Studies and the MAccFin program.
- Be enrolled full-time and in good standing in the BBA program:
  - have a B+ average (CGPA of 3.3) or higher in Year 2;
  - carry a full course load of 5.0 credits each year (i.e., complete 5.0 credits over the three academic sessions - Fall, Winter, Summer); where necessary, exceptions will be made for students in Co-op programs.

**Enrolment Requirements (showing changes)**

n/a



## Completion Requirements (showing changes)

### Program Requirements and Path to Completion:

- This CDP requires that students follow prescribed co-op term and/or academic study sequencing options as determined and communicated by the Department of Management.
- Complete all of the requirements of the Management and Accounting Specialist programs, with the following modifications:
  - Students must complete MGEC08H3 (0.5 credit in Economics); replaces "1.0 credit in C-level Economics courses" (see component 3 of the program requirements);
  - Students are exempted from MGE12H3 and MGAD70H3;
  - Students must complete MGFC35H3 (0.5 credit in Finance courses);
  - In the Summer terms of Year 3 of their undergraduate studies, students must complete 1.0 FCE in graduate courses as described below. The 1.0 FCE in graduate courses will be graded as graduate courses, as per the University Assessment and Grading Practices Policy, 2012 (section B.4.1.2). The 1.0 FCE in graduate courses will count towards both the BBA degree and the MAccFin program and degree:
    - MAF 2001H
    - MAF 2002H
    - Students must complete all of the following advanced accounting courses, which are necessary for CPA designation: MGAD20H3, MGAD40H3, MGAD45H3, MGAD50H3, MGAD65H3.
- Year 4: BBA degree requirements
  - students must complete all BBA program requirements, with the modifications described above, and degree requirements;
  - students are expected to carry a full course load of 5.0 credits over the three academic sessions (Fall, Winter, Summer) of each year; where necessary, exceptions will be made for students in Co-op programs.
- Session 1: MAccFin program and degree requirements, with the following modifications:
  - students who have successfully completed MAF 2001H as part of their BBA requirements, do not need to repeat it;
  - students who have successfully completed MAF 2002H as part of their BBA requirements, do not need to repeat it.
- Session 2-4: remaining MAccFin program and degree requirements.



**Delivery**

<p>Mode of Delivery:<sup>5</sup> see note for guidelines on Mode of Delivery policy</p>	<p><input checked="" type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Hybrid</p>
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**Administrative Information**

<p><b>Publication:</b></p>	<p>University of Toronto Scarborough - Calendar</p>
<p><b>Section(s):<sup>6</sup></b></p>	<p>Management, Combined Degree Programs</p>

**Proposal Questions - General**

<p>Brief Description of the Proposed Changes:<sup>7</sup></p>	<p>1) Adding notation in the Program Requirements of this CDP indicating student must follow prescribed co-op term and/or academic study sequencing options as determined and communicated by the Department of Management.</p> <p>2) Removing text from the Program Requirements of this CDP indicating that a degree-required course “replaces 1.0 FCE in C-level Economics courses”, which is no longer a requirement of the associated undergraduate BBA program.</p> <p>2) Removing text from the Application Process for this CDP indicating that original transcripts are needed and applicants are invited to an interview based on a ranking score.</p>
<p>Rationale:<sup>8</sup></p>	<p>1) In order to: complete this CDP after 5 year, as intended and as promoted to students; enroll in and complete the MAccFin portion of this CDP following the entry/completion times, and; challenge professional exams immediately following graduation, students must accept the Departments guidance regarding the scheduling of co-op/academic terms to ensure courses are available to them.</p> <p>2) In 2023-2024, the Department of Management made substantial changes to the core curriculum within the associated undergraduate degree of this CDP, which included the removal of 1.0 credit in C-level Economic courses. Therefore, this statement is no longer valid and should be removed to align the CDP with the associated undergraduate degree.</p> <p>3) A scored interview is no longer a required component of the application process. CDP applicants are not required to provide</p>



	official transcripts because their Year 1/2 BBA academic history can be retrieved from ROSI.
Impact: <sup>9</sup>	No impact
Consultation: <sup>10</sup>	Management Curriculum Committee - September and December 2023 Meetings- Initial consultations. Management Curriculum Committee - Final approval, February 2024

**Resources**

Resource Implications: <sup>11</sup>	None
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**Program Record Attachments**

Additional Program Documents: <sup>12</sup>	
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## Template Notes & Guidelines

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<sup>1</sup> Please select the session and year the new program will become available to students. Normally this will be the Fall term of the upcoming academic year (i.e. Fall 2023).

<sup>2</sup> Changing the title of a program has university-wide implications. If you are proposing a change to the title of your program, you must report this to the Academic Programs Officer via email as early as possible.

<sup>3</sup> If the program will now be offered in association with another University of Toronto Division, enter the name of the Division. Bear in mind that you will be adding that Division to the workflow.

<sup>4</sup> Programs do not typically move from one academic unit to another. If this is the type of change you want to make you must discuss it in advance with the Academic Programs Officer.

<sup>5</sup> Academic units MUST select one mode of delivery. Please see the [Mode of Delivery Guidelines](#) for more information. If you select more than one Mode of Delivery (if the course has different sections offered in different modes, for example) please explain why in the Rationale field below.

- “In Class” = The majority of instruction is delivered in-class (e.g. lectures, seminar discussion, midterms etc.). In-class courses may include some online elements (e.g. flipped classroom tools, online discussion boards, online office hours).
- “Online” = All of the instructional interaction occurs without the student and instructor being in the same physical location. When a course is delivered predominantly online, assessments are normally also conducted and submitted online.
- “Hybrid” = is designed such that face-to-face teaching time is reduced, but not eliminated. A course is considered to be hybrid if at least one-third of scheduled class time is replaced by online activities. Assessments for hybrid courses may be conducted in-person and/or online.

<sup>6</sup> Note that normally the Calendar Section(s) will NOT change. If you are seeking to move the program to another section of the Calendar, you must discuss this in advance with the Programs and Curriculum Coordinator before including the updated Calendar Section(s) here.

<sup>7</sup> Please briefly describe each change you are making to your program. For example:

1. In the Enrolment Requirements, the CGPA requirement increases from 2.5 to 2.65.
2. In Component 1 of the Program Requirements: students will complete either XYZB75H3 or XYZB76H3, not both. The total requirements for this component decreases from 1.5 to 1.0 credit.
3. In the First Year Component of the Program Requirements: XYZC51H3 is being added/deleted as an optional course.

<sup>8</sup> The rationale must *concisely* and *accurately* address all of the changes you've proposed and why. If you describe more than one change in the "Brief Description of the Proposed Changes," please organize your response in the rationale to follow the same order. For example:

1. The CGPA requirement has been increased to 2.65 because...
2. Students will complete either XYZB75H3 or XYZB76H3, rather than both, because...
3. XYZC51H3 has been added/deleted as an optional course because...

<sup>9</sup> Describe any impact the changes will have on students or on other academic units. If there will be no impact, say "None."

<sup>10</sup> Describe the consultation regarding the program changes, including both internal consultation and consultation outside of the academic unit responsible for the program. You **MUST** include the date on which the proposal was approved by your DCC. Note that all proposals must involve some degree of consultation, even if it is only within the academic unit. It is never valid to leave the consultation field empty, or respond "N/A."

<sup>11</sup> Describe any impact the proposed changes will have on resources and indicate how the unit plans to manage them. If there will be no impact on resources, say "None."

<sup>12</sup> You can attach any supporting documents relevant to the standing record of the program here. Note that this field is distinct from the Additional Proposal Documents field, which is not used.