

University of Toronto  
**Campus Councils: Guidelines Regarding Levels of Approval**

The level of approval required for proposals arising from the Campus Council and its Standing Committees are indicated below. It is expected that current University-wide administrative procedures and practices relating to the types of proposals addressed below will continue to be followed. Examples of the types of proposals, by the level of governance approval or other action warranted, are given in the table below:

Areas of Responsibility	Approved by Campus Council Standing Committee	Approved by Campus Council and Confirmed by the Executive Committee of the Governing Council	Recommended to Committee/Board/Governing Council for Approval	Reports for Information
<b>Academic Affairs Committee</b>				
Academic appeals policies and procedures	<p>Policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of UTM/UTSC or by instructors in connection with academic standing in UTM/UTSC.</p> <p>A subcommittee may have delegated authority to make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</p>			

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<b>Academic Affairs Committee</b> (cont'd)				
Academic plans		Guidelines for Campus academic plans [AAC/CC/AB/EX]		
Academic priorities for fundraising			Academic priorities for fundraising. [AAC/CC/AB/EX/GC]	
Academic programs	Major and minor modifications <sup>1</sup> to existing degree programs.		<p>New undergraduate programs within an existing degree, as defined in the <i>University of Toronto Quality Assurance Process</i>, and the closure of such programs. [AAC/APP]</p> <p>New graduate diploma and undergraduate certificate programs, and the closure of such programs, as required by the University's <i>Policy on Diploma and Certificate Programs</i>. [AAC/APP]</p>	All major modifications shall be reported annually for information to the appropriate body of Governing Council. [AAC/APP]

<sup>1</sup>Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.*

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<b>Academic Affairs Committee</b> (cont'd)				
Academic Programs (cont'd)	Modification of diploma and certificate programs where authority is delegated to the academic divisions in the University's <i>Policy on Diploma and Certificate Programs</i> .	New diploma or certificate programs with resource implications. [AAC/APP/PB/AB/EX]	New collaborative graduate programs and new fields in existing graduate programs, and the closure of either. [AAC/APP]	An annual report on such actions, as required by the <i>Policy</i> , shall be provided for information to the appropriate body of Governing Council. [AAC/APP]  Discussion reviews of academic programs and/or units received for information, consistent with the protocol outlined in the <i>University of Toronto Quality Assurance Process</i> and the <i>Policy for Approval and Review of Academic Programs and Units</i> . [AAC/APP/AC/AB/EX/GC]

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<b>Academic Affairs Committee</b> (cont'd)				
Academic Programs (cont'd)	Transcript notations within existing degree programs.	<p>Academic program proposals, as follows:</p> <ul style="list-style-type: none"> <li>i) undergraduate programs leading to new degrees;</li> <li>ii) new graduate programs and degrees;</li> <li>iii) the termination of existing degrees and graduate programs;</li> <li>iv) the addition and termination of joint degrees and programs with external institutions;</li> <li>v) the renaming of degrees; and</li> <li>vi) programs that establish significant new academic directions for the Campus or are anticipated to have a substantial impact on relationships amongst divisions or with the public.</li> </ul> <p><b>[AAC/APP/AB/EX]</b></p>		<p>An annual report on the establishment and termination of transcript notations is submitted to the Committee on Academic Policy and Programs for information</p> <p><b>[AAC/APP]</b></p>

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<b>Academic Affairs Committee</b> (cont'd)				
Academic regulations	Minor amendments to Campus academic regulations that are consistent with University-wide policy.		Amendments to Campus academic regulations that will have a major affect on the entire Campus or that would require an exception to some element of University-wide policy. [AAC/APP]	Minor amendments to Campus academic regulations that are consistent with University-wide policy are reported to the Provost's Office for information. [AAC]
Admissions	Amendments to admission policies that are not of major significance to the entire Campus.		New Campus admission policies and major amendments to them that affect the entire Campus. [AAC/APP]	Amendments to admission policies that are not of major significance to the entire Campus are reported to the Provost's Office for information. [AAC]
Awards	Establishment, termination or amendment of Campus policies on student awards that are consistent with University-wide policy.  The responsibility for the award of individual scholarships, bursaries, prizes and other awards in the gift of UTM/UTSC may be delegated to a subcommittee or officer of UTM/UTSC.			Campus awards policies that are consistent with University-wide policy are reported to the Provost's Office for information. [AAC]

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Campus Academic Policies			New campus policies addressing purely academic matters (such as conditions of probation) and major amendments to such policies. <b>[AAC/CC/AB]</b>	
Examinations and grading practices	Minor amendments to Campus examinations and grading policies that are consistent with the University's policy.		Major amendments to divisional practices and policies regarding examinations and grading, including those which require an exception to some aspect of the University-wide policy and those that have a major impact on the division. <b>[AAC/APP]</b>	Minor amendments to Campus examinations and grading practices that are consistent with the University's policy are reported to the Provost's Office for information. <b>[AAC]</b>
Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity			Revised Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity. <b>[AAC/APP]</b>	
Name changes of academic units		Name changes of academic units. <b>[AAC/AB/EX]</b>		
Research Planning		Research planning (Research policy is considered by the Committee on Academic Policy and Programs) <b>[AAC/APP]</b>		

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<b>Campus Affairs Committee</b>				
Budget			Budget Campus Planning Process: [CAC/CC]  As part of the University's annual operation budget: [PB/AB/EX/GC]	
Campus Master Plan			Campus Master Plan [CAC/CC/AB/EX/GC]	
Campus and student services Including: <ul style="list-style-type: none"> <li>• Campus and student service ancillaries;</li> <li>• Annual operating plans of co-curricular programs, services and facilities;</li> <li>• Changes to the level of service offered, fees charged for campus and student services and categories of users;</li> </ul>		Campus and student services [CAC/CC/EX]		
Campus security		Campus security [CAC/CC/EX]		
Capital plans, projects and space			Capital plans, projects and space [CAC/CC/AB/EX/GC] <sup>2</sup>	

<sup>2</sup> Specific approval path will be determined by total project cost, pursuant to the *Policy on Capital Planning and Capital Projects*.

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<b>Campus Affairs Committee(cont'd)</b>				
Child care		Child care [CAC/CC/EX]		
Compulsory non-academic incidental fees		Compulsory non-academic incidental fees [CAC/CC/EX]		A report of Campus compulsory non-academic incidental fees is provided to the University Affairs Board.
Establishment, termination or restructuring of academic units (planning and resource implications)	Proposals for Extra-Departmental Units (EDU)-Cs, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i> .		Establishment, termination or restructuring of academic units (planning and resource implications) [CAC/CC/AB/EX/GC]  Proposals for Extra-Departmental Units (EDU)-As and Bs, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i> . [CAC/CC/AB/EX/GC]	
Co-curricular programs, services, and facilities		Co-curricular programs, services, and facilities [CAC/CC/EX]	New policy and major policy changes concerning campus co-curricular programs, services and facilities [CAC/CC/UAB]	
Individual project planning reports		Individual project planning reports [CAC/CC/AB/EX/GC] <sup>3</sup>		

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Relations with the campus' external community		Relations with the campus' external community [CAC/CC/EX]		
Student societies and campus organizations		Student societies and campus organizations [CAC/CC/EX]		

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