

Guide to Curriculum Modifications: Undergraduate Programs

[Based on Senate Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs](#)

To request a template for a curricular modification proposal, please complete the [CQA Form for Curriculum Modifications](#).

Prepared by the Office of the Vice-Provost Academic

February 2026

Contents

UNDERGRADUATE CURRICULUM MODIFICATION PROCEDURES	3
SUMMARY TABLE: Curriculum Change Categories, Examples, & Submissions	5
GUIDELINES FOR PREPARING AND SUBMITTING CURRICULUM MODIFICATIONS	7
CATEGORY 1 MINOR MODIFICATIONS	7
CATEGORY 2 MINOR MODIFICATIONS	9
CATEGORY 3 MINOR MODIFICATIONS	11
MAJOR MODIFICATIONS	13
Appendix: Glossary	15

UNDERGRADUATE CURRICULUM MODIFICATION PROCEDURES

This document outlines the requirements and procedures for **Minor Modifications** (Categories 1, 2 and 3) and **Major Modifications** to undergraduate degree programs.

Category 3 Minor Modifications and Major Modifications require proposals that are first assessed by the Academic Standards Committee (ASC) before being forwarded to Senate for consideration. To implement new or revised curriculum for the 2027-28 academic year, proposals must be approved by or before the November 1, 2026, Senate meeting following submission to ASC by May 31st, 2026. Consultation with Curriculum Management prior to submission to ASC is recommended to ensure all policies, guidelines, and operational considerations have been addressed.

In some cases, there may be a need to clarify the level of change being proposed by the program. Multiple Category 2 Minor Modifications may result in elevating the level of modification to a Minor 3 proposal. In order to assist in ensuring the right forms and approaches are being followed, the Curriculum Quality Assurance office has prepared a form for School/Departments to complete to first assess the needs of the program. Should a Category 3 Minor Curriculum Modification or a Major Modification proposal be required, CQA will provide you with the exacting template for you to work with. These new templates remove any redundancies or unnecessary sections for your specific request.

Please fill out a form to request your template and ensure your level of modification as soon as possible. As Category 3 and Major Modification proposals are due by **May 31st, 2026**, we encourage you to reach out to the CQA office as soon as possible to ensure you have received your template accordingly.

Once the form is completed, CQA will generate your curriculum modification-specific template and provide access to it within a folder created and hosted by CQA. You will be considered to be actively working on your proposal only after you have received and begun completing this template. **Only proposals completed within the CQA folders using the specific templates will be accepted.**

All proposals must be completed, with all relevant approvals confirmed (within the template) by **May 31st, 2026**.

To submit your proposal, please send an email to the Vice-Provost Academic (ovpa.curriculum@torontomu.ca) no later than **May 31, 2026 including the link to your completed proposal**.

ASC cannot guarantee that curriculum modification proposals submitted after the May deadline will be reviewed in time for the November Senate meeting. Implementation of later submissions may be delayed until the 2028-29 academic year.

All Minor and Major Modifications require the submission of forms to the Undergraduate Calendar Publications Office within the **timelines indicated in the [summary table on the Undergraduate Publications website](#)**.

Detailed information regarding the calendar change submission process, including forms for Major and Minor Modifications, can be found on the Undergraduate Calendar Publications website:

<https://www.torontomu.ca/undergradpublications/>.

You may also find the [Curriculum Implementation Information Summary and Registrar's Office Checklist](#) helpful.

A memo detailing the [Guidelines for the Development of Proposals for Liberal Studies courses for Fall 2027](#) can be found [here](#).

SUMMARY TABLE: Curriculum Change Categories, Examples, & Submissions

Curriculum Change Categories and Examples	Submission procedure and timeframe
<p>Category 1 Minor Modification:</p> <ul style="list-style-type: none"> • Changes to individual course name and/or course description. • Changes to course requisites. • Course hour changes that entail an overall change of two hours or less for a single-semester course or four hours or less for a two-semester course. 	<p>Submit the relevant form to the Undergraduate Publications Office* from May 1, 2026 to October 2, 2026.</p> <p><i>Please consider submitting completed calendar forms by June 30th, 2026.</i></p>
<p>Category 2 Minor Modification:</p> <p>At the course level (with consideration for program impacts):</p> <ul style="list-style-type: none"> • Changes to course mode of delivery in which the revised course contains both in-person and online components, where a majority of the contact hours are in-person. A smaller portion is online (either online asynchronous or online synchronous). • Course hour changes with a cumulative change of three hours or more for a single-term course or five hours or more for a multi-term course. • Change in course weight. <p>At the program/curricular level</p> <ul style="list-style-type: none"> • Addition/deletion of elective courses. • Repositioning a course within the curriculum (such as from elective to required or to a different term). • Small changes (5% or less of the impacted curriculum component) to existing minors, concentrations or optional specializations.** • Addition/deletion of a required course.** <p>Consideration must be given to the effect of the change on students in each year of the program, including Majors, Double Majors, Concentrations, Co-op, Direct Entry, advanced standing and out-of-phase students.</p>	<p>Submit relevant forms, together with RO checklist, to the Undergraduate Publications Office*, from May 1, 2026 to October 2, 2026.</p> <p><i>Please consider submitting completed calendar forms by June 30th, 2026.</i></p>

<p>Category 3 Minor Modification:</p> <ul style="list-style-type: none"> • Small changes to admission requirements. • Small changes to the number of courses required for graduation (<5%) • Substantial changes to the curriculum mode of delivery (<15%), including blended, where a majority of the course is online, virtual (synchronous and asynchronous), and hyflex courses. • Grading/academic standing variations. • Deleting a required course from another teaching department if disputed.** • Changes to an existing co-op curriculum or schedule. • Substantial changes (5%-15% of the curricular component) to existing minors, concentrations or optional specializations.** 	<p>Submit a proposal to OVPA*** by May 31, 2026, in order to meet the November Senate deadline. Later submissions will be accommodated to the extent possible, but implementation may be delayed until the 2028-29 academic year.</p>
<p>Major Modification:</p> <ul style="list-style-type: none"> • Significant changes to admission requirements, where it affects program-level learning outcomes. • Substantial changes to the number of core (required/elective) courses required for graduation (5-15%) • Significant changes (15-50%) to the mode of delivery of core (required/elective) courses where a majority of the course is not in person. • Significant program/course changes since the last PPR that affect program-level learning outcomes. • Significant changes to program-level learning outcomes that do not meet the threshold of 'new program.' • Addition/deletion of a minor, concentration, optional specialization, or a double major that is based on two existing programs. • Significant changes to faculty delivering the program (e.g. retirements, shifting research/teaching expertise or interest). • Significant changes to required program resources (e.g. move to online/hybrid delivery). • Offering a significant portion of an existing program online where it had previously been offered in face-to-face mode or vice versa. • Substantial change in program laboratory time. • Introduction/deletion of a co-op internship, practicum, portfolio, or work experience requirement. • Adding or removing capstone courses. • Program or department/school name change or degree designation change (e.g. Honours). • Change to a full-time or a part-time program offering for an existing program. • Merger of two or more programs in the absence of any other significant changes. • The establishment of an existing degree program at another 	<p>Submit a proposal to OVPA*** by May 31, 2026, in order to meet the November Senate deadline. Later submissions will be accommodated to the extent possible, but implementation may be delayed until the 2028-2029 academic year.</p>

<p>institution or location.</p> <ul style="list-style-type: none"> • New college bridging/pathway program. • New Partnership with external institution(s). • Addition of a new off-site location. • Closure of a program. <p>Any other significant changes to a program or its program-level learning outcomes that do not meet the threshold of 'new program';</p>	
---	--

* form submissions to [Undergraduate Calendar Publications Office](#). See [website](#) for submission information.

**consult with VPA to determine whether this represents a Category 2 or 3 change.

***submit the proposal as an electronic copy in WORD format to: ovpa.curriculum@torontomu.ca.

GUIDELINES FOR PREPARING AND SUBMITTING CURRICULUM MODIFICATIONS

CATEGORY 1 MINOR MODIFICATIONS

[See the Undergraduate Publications website for examples](#)

ACTIVITY	DETAILS	RECOMMENDED TIMING	DEADLINE/ IMPLEMENTATION
PREPARATION	<p>Department/School discusses and prepares minor course-level changes.</p> <p>Department/School engages with the Chang School to discuss changes (review of offerings impacting certificates, recovery offerings, etc.)</p>	May - September	
CONSULTATION	Consult with Undergraduate Calendar Publications early in the process, as needed, to make sure you consider possible issues regarding the effect of the change on students in various cohorts, including out-of-phase students, and on other programs and minors.	May - September	
APPROVAL	Department/School/Program/Faculty Council(s) of Teaching Department/School, as appropriate (or the approver, such as Chair/Director, designated by the Department/School/Program Council of Teaching Department/School)	May - September	

ACTIVITY	DETAILS	RECOMMENDED TIMING	DEADLINE/ IMPLEMENTATION
FORMS*	https://www.torontomu.ca/undergradpublications/	May - September	May 1 - October 2, 2026
IMPLEMENTATION			Fall of next academic year

* Departments/Schools are encouraged to submit forms to [Undergraduate Calendar Publications](https://www.torontomu.ca/undergradpublications/) ahead of the deadline, to allow time for review and approvals by affected stakeholders. See [website](#) for submission information.

CATEGORY 2 MINOR MODIFICATIONS

NOTE: Consideration must be given to the effect of the change on students in each year of the program, including Majors, Double Majors, Concentrations, Co-op, Direct Entry, advanced standing and out-of-phase students.

[See the Undergraduate Publications website for examples:](#)

ACTIVITY	DETAILS	RECOMMENDED TIMING	DEADLINE/ IMPLEMENTATION
PREPARATION	Department/School discusses and prepares curriculum changes.	January - June	
CONSULTATION	<p>Consultations should start as early in the process as possible and should include:</p> <ul style="list-style-type: none"> • Vice-Provost Academic, for clarification of category of curriculum modification (e.g. Category 2 or Category 3) • Curriculum Management: Curriculum Advising and Undergraduate Calendar Publications (Registrar) • Chair/ Director and the Faculty Dean of the Departments/Schools affected by the curriculum modification • Library, if course/program changes have implications for Library resources • University Planning Office in order to assess potential resource impacts of the proposed course and/or curriculum change • Chang School Program Director, School Council, and Faculty Dean, if Chang School courses are deleted or certificates are affected 	January - September	

APPROVALS	<ul style="list-style-type: none"> • Department/School/Program/Faculty Council(s) of the Program Department(s)/School(s), for endorsement; • Faculty Dean of Program Department(s)/School(s), for endorsement; • Department/School/Program/Faculty Council(s) of Teaching Department/School, where applicable, for endorsement; • Faculty Dean of Teaching Department/School, where applicable, for endorsement; and • Senate, for approval as a consent agenda 	January - September	
FORMS*	<ul style="list-style-type: none"> • https://www.torontomu.ca/undergradpublications/ • RO checklist 	May - September	May 1- October 2, 2026
IMPLEMENTATION			Fall of next academic year

* Departments/Schools are encouraged to submit forms to [Undergraduate Calendar Publications](#) ahead of the deadline, to allow time for review and approvals by affected stakeholders. See [website](#) for submission information.

CATEGORY 3 MINOR MODIFICATIONS

New for 2026: All templates are available through CQA. Please [complete the form](#) to request your curricular modification template and google drive.

[See the Undergraduate Publications website for examples:](#)

ACTIVITY	DETAILS	RECOMMENDED TIMING	DEADLINE
PREPARATION	Discussion and preparation of curriculum changes by Department/School.	At least one year prior to submission	
CONSULTATION	<p>Consultations should start as early in the process as possible. Consultations will continue, as needed, throughout the proposal development.</p> <ul style="list-style-type: none"> • Vice-Provost Academic • Registrar or Assistant Director, Curriculum Management and Academic Engagement • Registrar and Director, Admissions • Undergraduate Calendar Publications Editor • University Planning Office in order to assess potential resource impacts of the proposed course and/or curriculum change • Library, if course/program changes have implications for Library resources • Department/Schools affected by the proposed changes and their Faculty Deans • Chang School Program Director, School Council, and Faculty Dean, if Chang School courses or certificates are affected • Receipt of Equity Diversity and Inclusion (EDI) Tool from OVPECI. See Appendix A for more information. 	At least one year prior to submission	

PROPOSAL	CQA Curriculum Modification Template Request For Curriculum Modifications In order to assess the level (Category of Modification) and the elements necessary to complete a proposal for curriculum modification, please fill out the CQA Request Form available here .	Fall - Winter terms	
APPROVALS	<ul style="list-style-type: none"> • Department/School/Program/Faculty Council(s) of the Program Department(s)/School(s), for endorsement; • Faculty Dean of Program Department(s)/School(s), for endorsement; • Department/School/Program/Faculty Council(s) of Teaching Department/School, where applicable, for endorsement; • Faculty Dean of Teaching Department/School, where applicable, for endorsement; • Academic Standards Committee (ASC)** for assessment and recommendation to Senate; and • Senate, for approval. 	Winter – Spring terms	** Submit to ASC no later than May 31st for consideration at the November 2026 Senate meeting.
ASC + SENATE APPROVALS	<ul style="list-style-type: none"> • ASC reviews the curriculum modification proposal • Visit by program to ASC to respond to questions from Standards Committee (if requested) • ASC recommendation to Senate 	Spring - early Fall term	
	<ul style="list-style-type: none"> • Senate approval 		No later than November
FORMS *	<ul style="list-style-type: none"> • Undergraduate Calendar Publications - Toronto Metropolitan University • RO checklist 		May 31, 2026
IMPLEMENTATION			Fall of next academic year

* Departments/Schools are expected to submit completed and approved supporting forms to [Undergraduate Calendar Publications](#) at the same time as submission to Vice-Provost Academic (May 31). Proposals will not be reviewed by ASC until all forms have been submitted and approved. See [website](#) for submission information.

**submit proposal as an electronic copy in WORD format to: ovpa.curriculum@torontomu.ca

MAJOR MODIFICATIONS

Important: Major Modifications are normally an outcome of a periodic program review. Therefore, Major Modification proposals should be submitted within four (4) years following Senate approval of a periodic program review. Consultation with the Vice-Provost Academic must take place prior to commencing work on a Major Modification proposal if more than four years have elapsed since the last Senate-approved periodic program review. The list of Senate-approved Periodic Program Reviews can be found on the [CQA website](#). Please consult the Vice-Provost Academic for further clarification.

[See the Undergraduate Publications website for examples of Major Modifications](#)

ACTIVITY	DETAILS	RECOMMENDED TIMING	DEADLINE
PRELIMINARY PREPARATION	Curricular History in the Department and Program; Completion of Periodic Program Review; Goals and Rationale for Revising the Curriculum; Overview of Proposed Curriculum Changes; Review of the Program-Level Learning Outcomes	At least one year prior to submission	
CONSULTATION	<p>Consultations with the following individuals and/or groups should start as early in the process as possible and continue, as needed, throughout the proposal development:</p> <ul style="list-style-type: none"> • Vice-Provost Academic • Curriculum Specialist • Registrar, Assistant Director, Curriculum Management and Academic Engagement • Director, Admissions • Undergraduate Calendar Publications Editor • University Planning Office in order to assess potential resource impacts of the proposed course and/or curriculum change • Department/Schools affected by the proposed changes and their Faculty Deans • Chang School Program Director, School Council, and Faculty Dean, if Chang School courses or certificates are affected • Current students and recent graduates of the program • Receipt of EDI Tool from OVPECI. See Appendix A for more information. 	At least one year prior to submission	
PROPOSAL	Refer to the proposal guidelines below (per Policy 127)	Fall – Winter terms	

APPROVALS	<ul style="list-style-type: none"> • Department/School/Program/Faculty Council(s) of the Program Department(s)/School(s), for endorsement; • Faculty Dean of the Program Department(s)/School(s), for endorsement; • Department/School/Program/Faculty Council(s) of Teaching Department/School, where applicable, for endorsement; • Statement confirming consultation and review and analysis of resources • Faculty Dean of Teaching Department/ School, where applicable, for endorsement; • Academic Standards Committee (ASC)** for assessment and recommendation to Senate; • Senate, for approval: and • Quality Council, in the case of an Expedited Approval of a Major Modification. 	Winter – Spring terms	** Submit to ASC no later than May 31 for consideration at the November Senate meeting.
	<ul style="list-style-type: none"> • ASC reviews the curriculum modification proposal • Letter to program if any clarification is required • Visit by program to ASC to respond to questions from Standards Committee (if requested) • ASC recommendation to Senate 	Spring – early Fall	
	<ul style="list-style-type: none"> • Senate approval 		November
FORMS *	<ul style="list-style-type: none"> • https://www.torontomu.ca/undergradpublications/ • RO checklist 		May 31st, 2026
IMPLEMENTATION			Fall of next academic year

* Departments/Schools are expected to submit completed and approved forms to [Undergraduate Calendar Publications](#) at the same time as submission to Vice-Provost Academic (May 31). Proposals will not be reviewed by ASC until all forms have been submitted. See [website](#) for submission information.

**submit the proposal as an electronic copy in WORD format to: ovpa.curriculum@torontomu.ca

Note: Proposals for major curriculum modifications of an undergraduate degree program or for a new undergraduate program require consultation with individuals in various units throughout the University. If your department/school is planning or considering either a major curriculum modification or the development of a new undergraduate degree program, **please contact the OVPA as early in the process as possible at:** ovpa.curriculum@torontomu.ca. The VPA, RO, UPO and Library will work with your unit to assess the academic, resource, and administrative issues that need to be addressed in the proposal and advise accordingly.

Appendix: Glossary

Term	Definition
Mode of delivery	Refers to the way in which courses are delivered to students. At TMU almost all programs are approved for in-person delivery. Mode of delivery changes must be submitted for any course(s) in which the majority of course hours take place using different format(s) including: blended (mostly in person), blended (mostly online) hyflex, virtual (asynchronous), virtual (synchronous)
Significant Changes	Changes that impact more than 15% but less than 50% of a program's core curriculum (core required + core elective)
Small Changes	Curricular changes that impact less than 5% of a program's core curriculum (core required + core elective)
Substantial Changes	Curricular changes that impact more than 5% but less than 15% of a program's core curriculum (core required + core elective)