

**RYERSON UNIVERSITY**  
**POLICY OF SENATE**

**CURRICULUM MODIFICATIONS: GRADUATE AND UNDERGRADUATE PROGRAMS**

<b>Policy Number:</b>	127
<b>Previous Approval Dates:</b>	May 3, 2011; November 4, 2014
<b>Current Policy Approval Date:</b>	xxx
<b>Next Policy Review Date:</b>	tba (or sooner at the request of the Provost and Vice President Academic or Senate)
<b>Responsible Committee or Office:</b>	Provost and Vice President Academic

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Curriculum modification of graduate and undergraduate programs is part of Ryerson University's Institutional Quality Assurance Process (IQAP), which includes the following policies:

- Policy 110: Institutional Quality Assurance Process
- Policy 112: Development of New Graduate and Undergraduate Programs
- Policy 126: Periodic Program Review of Graduate and Undergraduate Programs
- Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs**

**1. PURPOSE**

This policy governs changes to existing undergraduate and graduate programs, recognizing that the university must be responsive to developments and advances in disciplinary knowledge.

**2. SCOPE**

This policy governs curriculum modification of undergraduate and graduate programs that have been approved by Ontario Universities Council on Quality Assurance (Quality Council).

**3. DEFINITIONS**

**3.1. Major Modifications<sup>1</sup>:** Substantial program changes, including the following: requirements that differ significantly from those existing at the time of the previous periodic program review; significant changes to learning outcomes; or significant changes to the faculty engaged in delivering the program and/or to the essential resources, such as where there have been changes in mode(s) of delivery. Examples of Major Modifications are provided in Appendix A of this policy. Expedited approvals<sup>2</sup> by the Quality Council for Major Modifications and new or substantially modified graduate Fields within an existing program are only required at the request of the university.

**3.2. Minor Modifications:** Program changes that are not substantial including, but not limited to:

- 3.2.1. Category 1 Minor Modifications – e.g. changes in course description, title or requisites; alteration to the number of course hours.
- 3.2.2. Category 2 Minor Modifications – e.g. repositioning of a course in a curriculum; adding or deleting a required course; changes in course weight; change in mode of a single course delivery;

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<sup>1</sup> All Senate approved Major Modifications are reported to the Quality Council annually and are subject to a possible audit.

<sup>2</sup> Refer to Ryerson University Senate Policy 110 for definition

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reconfiguration or minor changes to courses in a Minor.

- 3.2.3. Category 3 Minor Modifications – e.g. change in admission policy; variation in policy for grading, graduation or academic standing; change in program name and/or degree designation; minor changes to existing graduate Fields.

3.3. Refer to Ryerson Senate Policy 110 for definitions related to this policy.

3.4. Refer to Ryerson Senate Policy 110 for Degree Level Expectations for Undergraduate and Graduate Programs.

**4. EXTERNAL AUTHORITY AND RESPONSIBILITY**

**4.1. Ontario Universities Council on Quality Assurance (Quality Council)**

- 4.1.1. The Quality Council receives a summary of the University's Major Modifications to curriculum on an annual basis.
- 4.1.2. The Quality Council audits the University's Major Modification process on an eight-year cycle and determines whether the University has acted in compliance with the provisions of its IQAP.

**5. INTERNAL AUTHORITY AND RESPONSIBILITY**

**5.1. Senate**

- 5.1.1. Has the final authority to approve Major Modifications to undergraduate and graduate programs.
- 5.1.2. Has the final authority to approve Category 3 Minor Modifications to undergraduate programs.
- 5.1.3. Has the final authority to approve, as a consent item, Category 2 Minor Modifications to undergraduate programs.
- 5.1.4. Receives for information Category 3 Minor Modifications to graduate programs.
- 5.1.5. Has final internal authority for the approval of all new and revised academic policies.

**5.2. Standing Committees and Governance Council of Senate**

- 5.2.1. **Academic Standards Committee (ASC):** A Standing Committee of Senate that assesses and provides recommendations to Senate for approval of Category 3 Minor Modifications and Major Modifications to undergraduate programs; and assesses Category 2 Minor Modifications, as required, and recommends to Senate, for information.
- 5.2.2. **Yeates School of Graduate Studies Council (YSGS Council):** A Governance Council of Senate that assesses and makes recommendations to YSGS Council on Major Modifications and Category 3 Minor Modifications to graduate programs.
- 5.2.2.1. **YSGS Programs and Planning Committee (PPC):** Assesses and makes recommendations to YSGS Council on Major Modifications and Category 3 Minor Modifications to graduate programs.

**5.3. Provost and Vice President Academic**

- 5.3.1. Has overall responsibility for this policy and its procedures and review.
- 5.3.2. Reports outcomes of all undergraduate and graduate Major Modifications to Quality Council on an annual basis.

**5.4. Deputy Provost and Vice Provost University Planning**

- 5.4.1. Analyzes program costing for Major Modifications and other Minor Modifications to programs, as required.

**5.5. Vice Provost Academic**

- 5.5.1. Has final authority, where necessary, to determine if a modification to an undergraduate program is considered major or minor.
- 5.5.2. Advises undergraduate programs on curriculum modifications.

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- 5.5.3. Has the authority to submit Category 2 Minor Modifications for undergraduate programs to the Academic Standards Committee (ASC) for assessment and recommendation to Senate.
- 5.5.4. Submits Category 3 Minor Modifications and Major Modification proposals for undergraduate programs to the Academic Standards Committee (ASC) for assessment and recommendation to Senate.
- 5.5.5. Submits to Senate the ASC's recommendations regarding Category 2 Minor Modifications, Category 3 Minor Modifications and Major Modifications.
- 5.5.6. Submits, on an annual basis, Senate-approved undergraduate and graduate Major Modifications to the Provost and Vice President Academic for a report to the Quality Council.
- 5.5.7. Resolves disputes between Faculty Deans/Dean of Record or between a Faculty Dean/Dean of Record and a Department/School/Program or Faculty Council with respect to curriculum modifications, as required.

**5.6. Vice-Provost and Dean, Yeates School of Graduate Studies (YSGS)**

- 5.6.1. Has final authority, where necessary, to determine if a modification to a graduate program is considered major or minor.
- 5.6.2. Advises graduate programs on curriculum modifications.
- 5.6.3. Approves Category 2 Minor Modifications.
- 5.6.4. Submits Category 3 Minor Modifications and Major Modification proposals to the YSGS Council, for assessment and recommendation to Senate.
- 5.6.5. Submits to Senate, for information, the YSGS Council's recommendations regarding Category 3 Minor Modifications.
- 5.6.6. Submits to Senate the YSGS Council's recommendations regarding Major Modifications.
- 5.6.7. Resolves disputes between Faculty Deans/Dean of Record or between a Faculty Dean/Dean of Record and a Department/School/Program or Faculty Council with respect to curriculum modifications, as required.

**5.7. Faculty Dean or Dean of Record**

- 5.7.1. Endorses Category 2 and Category 3 Minor Modifications and Major Modifications to undergraduate programs.
- 5.7.2. Endorses Category 2 and Category 3 Minor Modifications and Major Modifications to graduate programs, in consultation with the Vice-Provost and Dean, YSGS.
- 5.7.3. Resolves disputes between a Department/School/Program Council and Faculty Council, if applicable, and Chair/ Director with respect to curriculum modifications, as required.

**5.8. Chair/Director of Department/School (or designated academic unit)**

- 5.8.1. Oversees preparation of Minor and Major Modifications.
- 5.8.2. Submits to Department/School/Program and Faculty Council (where applicable) Minor and Major Modifications.
- 5.8.3. Submits Minor and Major Modifications, as required, to the Faculty Dean or Dean of Record.

**5.9. Department/School/Program and Faculty Council (where applicable)**

- 5.9.1. For undergraduate programs, approves Category 1 Minor Modifications, unless the Department/School/Program Council has designated another approval process.
- 5.9.2. For undergraduate programs, endorses Category 2 and Category 3 Minor Modifications and Major Modifications and recommends these to the appropriate Faculty Dean or Dean of Record.
- 5.9.3. For graduate programs, endorses all Minor Modifications and Major Modifications and recommends these to the appropriate Faculty Dean or Dean of Record, as appropriate.

**6. REVIEW OF POLICY AND PROCEDURES**

- 6.1. The review of Ryerson University's IQAP policies will follow the procedures set out in Ryerson Senate

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Policy 110.

- 6.2.** Procedures related to this policy will be developed and reviewed annually by the Vice Provost Academic, the Vice-Provost and Dean, YSGS, and the Registrar's Office. These procedures will incorporate the process for undergraduate and graduate calendar changes.

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### **PROCEDURES: UNDERGRADUATE PROGRAMS**

This document outlines the 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 assessed by the Academic Standards Committee (ASC). The proposals must be submitted to the Vice Provost Academic by **the last Friday in June**. Due to the large workload, ASC cannot guarantee that curriculum modification proposals submitted after the June deadline will be reviewed in time for ASC's recommendations to be forwarded to Senate for consideration at the November Senate meeting. ASC will give priority to proposals submitted by the June deadline. To implement new or revised curriculum for the subsequent fall semester, the proposal must be approved at or before the November Senate meeting.

All Minor and Major Modifications require the submission of forms to Undergraduate Calendar Publications by the **first Monday of October**. Undergraduate Calendar Publications will accept Minor and Major Modifications starting May 1<sup>st</sup>.

**Required forms and submission guidelines can be found at:**  
<https://www.ryerson.ca/undergradpublications/forms/>

## **1. MINOR MODIFICATIONS**

### **1.1. CATEGORY 1 MINOR MODIFICATIONS**

1.1.1. **Description:** Category 1 Minor Modifications include:

- revisions to course description, title, and requisites; and
- minor changes to course hours 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.

1.1.2. **Consultation:** Undergraduate Calendar Publications, as needed

1.1.3. **Required approvals:** 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)

### **1.2. CATEGORY 2 MINOR MODIFICATIONS**

1.2.1. **Description:** Category 2 Minor Modifications include:

- routine changes to curriculum including course repositioning, additions, deletions;
- considerable changes in course hours with a cumulative change of three hours or more for a single-term course or five hours or more for a multi-term course;
- a change to the mode of delivery of a course;
- course weight variations; and
- small changes to existing Minors (for example, deleting one course and adding another; rearrangement of required and elective courses).

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.

1.2.2. **Consultations:** Consultations should start as early in the process as possible and should include:

- 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
- 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 if additional resources (e.g., faculty, space, and/or technology) are needed as a result of the implementation 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

1.2.3. **Required Endorsements and Approvals:**

- 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 item.

### 1.3. CATEGORY 3 MINOR MODIFICATIONS<sup>3</sup>

1.3.1. **Description:** Category 3 Minor Modifications include:

- change in program admission requirements;
- program-specific variations on grading, graduation, and/or Academic Standing;
- small changes to the total number of courses needed for graduation in a program (less than 5%);
- new Minors and substantial changes to existing Minors;
- new Concentrations and substantial changes to existing Concentrations;
- new Optional Specialization or substantial changes to existing Optional Specialization;
- changes to existing Co-op curriculum and/or schedule (note that introducing or deleting a Co-op is a Major Modification);
- deletion of a **required** course or courses in a program's curriculum provided by another Teaching Department/School, only in cases where the Teaching Department/School Council and/or the Faculty Dean of the Teaching Department/School disputes the course deletion; and
- changes to program name and/or degree designation, including Honours designation.

1.3.2. **Consultations:** Consultations should start as early in the process as possible. Consultations will continue, as needed, throughout the proposal development.

- Vice Provost Academic
- Registrar or Assistant Registrar, Curriculum Management
- Registrar and Director, Admissions
- Undergraduate Calendar Publications Editor
- University Planning Office, if additional resources (e.g., faculty, space, and/or technology) may be needed as a result of the implementation 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

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<sup>3</sup> Although the ASC may not yet have reviewed the curriculum changes, course change forms must be completed and filed with Undergraduate Calendar Publications by the deadline date (first Monday of October).

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- Chang School Program Director, School Council, and Faculty Dean, if Chang School courses or certificates are affected

### 1.3.3. **Required Endorsements and Approvals:**

- 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.

### 1.3.4. **REQUIRED PROPOSAL:** 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. The proposal should contain the following information, as appropriate:

- the existing and the proposed curriculum modification, showing the revisions
- the rationale for the curriculum modification, including information on comparator programs (where relevant)
- changes to pre-requisites, if relevant
- program learning outcomes
- the effect of the proposed change on the program learning outcomes, enrolment targets, retention, and academic standing
- the implementation date and implementation plan, and provisions for retroactivity

For changes to program name and/or degree designation include an explanation of why the proposed credential is more appropriate; provide credential used by comparator programs; provide a comparison to the admissions requirements and curriculum of programs using the proposed credential; demonstrate that the proposed credential is recognized by industry or relevant professions; where relevant, include feedback from alumni and current program students. Provide an implementation plan.

For an Honours designation, refer to guidelines provided by the Office of the Vice Provost Academic.

## **2. MAJOR MODIFICATIONS**

**2.1. Description:** Major Modifications to existing programs include substantial changes in program requirements from those that existed at the time of the previous periodic program review; significant changes to program learning outcomes; and a significant change to the faculty engaged in delivering the program and/or to the essential resources, such as when there is a change in the mode(s) of delivery (e.g. online delivery).

Examples of Major Modifications are provided in Appendix A of Ryerson Senate Policy 127. Please consult the Vice Provost Academic for further clarification.

**IMPORTANT:** Major Modifications are normally an outcome of a periodic program review. Therefore, Major Modification proposals should be submitted within four (4) years of 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.

## **2.2. Consultations**

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:

- Vice Provost Academic
- Curriculum Development Consultant
- Registrar, Assistant Registrar, Curriculum Management
- Director, Admissions
- Undergraduate Calendar Publications Editor
- University Planning Office, if additional resources (e.g., faculty, space, and/or technology) may be needed as a result of the implementation 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

## **2.3. Required Endorsements and Approvals**

- 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;
- Faculty Dean of Teaching Department/School, where applicable, for endorsement;
- ASC evaluates the proposal and submits its recommendation to Senate;
- Senate, for approval; and
- Quality Council, in the case of an Expedited Approval of a Major Modification.

## **2.4. PROPOSAL**

All Major Modifications require preparation of a proposal as per Section 2.4.1 below. The University, at its discretion, may request that the Quality Council review a Major Modification proposal, which normally falls under the Expedited Approval Process and, thus, would require completion of a Supplemental Proposal (Section 2.4.2).

The process for Major Modifications undergoing Expedited Approval consists of the preparation of the proposal as outlined in Sections 2.4.1 and 2.4.2. The Expedited Approval process does not require an External Peer Review (see Policy 112 Section 4.0).

The Major Modification proposal must indicate the implementation date, the implementation plan, and provisions for retroactivity. Consideration must be given to the effect of the change on students in each year of the program, including Optional Specializations, Majors, Double Majors, Concentrations, Co-op, Direct Entry, advanced standing and out-of-phase students.

### **2.4.1 PROPOSAL (mandatory)**

Include all the following in the proposal:

1. a summary of the proposed changes and the rationale in light of your stated program learning outcomes;
2. the effect on the Undergraduate Degree Level Expectations (UDLEs) and program learning outcomes, illustrated through an analysis of curricular mapping;
3. an indication of those changes that are the result of a previous periodic program review;
4. a list of the added resources that are needed, including space, faculty and staff;
5. a table permitting easy comparison of the existing curriculum with the curriculum of the



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proposed amended program by year and term, including course numbers and titles, course hours in lecture, lab or studio, and course designation by program categories (core, open electives and liberal studies);

6. a rationale if there are changes to electives, with comments on the actual availability of electives;
7. a description of each new or amended course, in calendar format
8. a statement of program balance (among core, open electives, and liberal studies) for existing and amended programs;
9. a statement of how and when changes will be implemented, and the strategy for communicating the changes to students;
10. a summary of the implications for external recognition and/or professional accreditation;
11. a summary, in the case of extensive changes, of views of the Program Advisory Council;
12. a list of any other programs affected by the changes; and
13. a brief executive summary.

**2.4.2 SUPPLEMENTAL PROPOSAL**

**If the University chooses to submit a request for an Expedited Approval by the Quality Council (optional) for a Major Modification, the proposal must contain all the information in Section 2.4.1 as well as the following:**

- a) consistency of the curriculum modification with the institution's mission and academic plans;
- b) ways in which the curriculum modification addresses the current state of the discipline or area of study;
- c) identification of any unique curriculum or program innovations or creative components;
- d) for research-focused graduate programs, clear indication of the nature and suitability of the major research requirements for degree completion, if applicable;
- e) appropriateness of the proposed mode(s) of delivery to meet the intended program learning outcomes and Degree Level Expectations;
- f) appropriateness of the proposed methods for the assessment of student achievement of the intended program learning outcomes and Degree Level Expectations;
- g) completeness of plans for documenting and demonstrating the level of performance of students, consistent with the institution's statement of its Degree Level Expectations;
- h) adequacy of the administrative unit's planned utilization of existing human, physical and financial resources, and any institutional commitment to supplement those resources, to support the curriculum modification;
- i) participation of a sufficient number and quality of faculty who are competent to teach and/or supervise in the program when the curriculum modification is implemented;
- j) evidence that faculty have the recent research or professional/clinical expertise needed to sustain the program, promote innovation and foster an appropriate intellectual climate;
- k) evidence of how supervisory loads will be distributed, and the qualifications and appointment status of faculty who will provide instruction and supervision, if appropriate.

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### **GRADUATE PROCEDURES**

Forms, time lines and complete submission instructions can be found at <http://www.ryerson.ca/graduate/faculty-staff/>

#### **Where to submit:**

Graduate curriculum and calendar changes with all signatures must be submitted to the office of the Associate Dean, Programs, YSGS.

**Submission Deadline: February 1**

#### **Required Consultation:**

The Associate Dean, Programs, YSGS, should be consulted early in the process to ensure that possible issues regarding the effect of the change on current and incoming students are considered.

### **1. MINOR MODIFICATIONS**

#### **1.1. CATEGORY 1 MINOR MODIFICATIONS**

**1.1.1. Description:** Category 1 Minor Modifications typically include:

- revisions to course description, title, and requisites;
- minor changes to course hours with a cumulative change of two hours or less for a one credit course or four hours or less for a multi-credit course.

#### **1.1.2. Required Approvals**

- Graduate Program Council, for approval.

#### **1.1.3. Required Forms**

- Graduate course Change form – Active Courses (GCC-A)
- Graduate Course Change Summary form (GCCS)
  - Summarizes all course changes for the upcoming academic year
  - Every course listed in a GCCS form must have a corresponding GCC form

#### **1.2. CATEGORY 2 MINOR MODIFICATIONS**

**1.2.1. Description:** Category 2 Minor Modifications include:

- routine changes to curriculum including course repositioning, additions, deletions;
- significant changes in course hours with a cumulative change of three hours or more for a one-credit course or five hours or more for a multi-credit course;
- a change to the mode of delivery of a course; and
- course weight variations.

#### **1.2.2. Required Endorsements and Approvals**

- Graduate Program Council, for endorsement;
- Faculty Dean of the Teaching Department(s)/School(s), for endorsement; and
- Vice-Provost and Dean, YSGS, for approval.

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**1.2.3. Forms**

- 1.2.3.1. Graduate Course Change form – Active (GCC–A) or - New (GCC–N)
  - for changes to active or the introduction of new courses respectively
  
- 1.2.3.2. Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.
  - Subject Librarian: regarding library resource needs/changes.
  - Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
  - Deleting an elective course in another program’s curriculum: there must be consultation with that program.
  
- 1.2.3.3. Graduate Course Change Summary form (GCCS)
  - Summarizes all course changes for the upcoming academic year
  - Every course listed in a GCCS form must have a corresponding GCC-A or -N form

**1.3. CATEGORY 3 MINOR MODIFICATIONS**

**1.3.1. Description:** Category 3 Minor Modifications include:

- change in program admission requirements;
- program-specific variations on grading, promotion, graduation, and/or academic standing;
- minor changes to existing Fields; and
- changes to program name and/or degree designation with applicable implementation date.

**1.3.2. Required Endorsements and Approvals**

- Graduate Program Council, for endorsement;
- Department/School Council(s), for endorsement;
- Faculty Dean of affected Program(s)/Department(s)/School(s), for endorsement;
- Vice-Provost and Dean, YSGS, for approval; and
- Senate, for information.

**1.3.3. Forms and Documents**

- 1.3.3.1. Proposal
  - Changes in admission, promotion, grading, graduation, or academic standing policy:
    - Include copies of both the existing and the proposed policy, identifying the changes, and the rationale for them.
  - Minor changes to existing Fields:
    - Include a list of current Fields (if applicable) with an outline of requirements.
  - Changes to program name and/or degree designation:
    - Include an explanation of why the current designation is inappropriate and why the proposed designation is preferable; designations used by comparator programs; comparison to the admissions requirements and curriculum of programs using the proposed designation; confirmation of recognition of the proposed designation by industry and/or relevant professions; where relevant, views of alumni and current program students.
  - Provisions for retroactivity.
- 1.3.3.2. Proposed curricular structure in Calendar format (GCAL): Proposed curricular structure in Calendar format
- 1.3.3.3. Graduate Course Change form – Active (GCC–A) or - New (GCC–N)
  - for changes to active or the introduction of new courses respectively

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Although the change is not yet approved, these forms must be completed and submitted by the deadline date.

- 1.3.3.4. Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.
- Subject Librarian: regarding library resource needs/changes.
  - Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
  - Deleting an elective course in another program’s curriculum: there must be consultation with that program.
- 1.3.3.5. Graduate Course Change Summary form (GCCS)
- Summarizes all course changes for the term submitted.
  - Every course listed in a GCCS form must have a corresponding GCC-A or -N form.

## **2. MAJOR MODIFICATIONS**

**2.1. Description:** Major Modifications to existing programs include substantial changes in program requirements from those which existed at the time of the previous periodic program review, significant changes to program learning outcomes, or a significant change to the faculty engaged in delivering the program and/or to the essential resources, such as when there is a change in mode(s) of delivery (e.g. online delivery).

Examples of Major Modifications are provided in Appendix A of Ryerson Senate Policy 127. Please consult the Vice-Provost and Dean, YSGS, and, if necessary, the Vice Provost Academic for further clarification.

### **2.2. Required Endorsements and Approvals**

- Graduate Program Council, for endorsement;
- Department/School Council(s) and the Faculty Dean of affected by the change(s), for endorsement;
- YSGS Programs and Planning Committee, for endorsement;
- YSGS Council evaluates the proposal and submits its recommendation to Senate;
- Senate, for approval; and
- Quality Council, in the case of an Expedited Approval of a Major Modification.

### **2.3. Documentation**

All Major Modifications require preparation of a proposal as per Section 2.4.1 below. The University, at its discretion, may request that the Quality Council review a Major Modification proposal, which normally falls under the Expedited Approval process and, thus, would require completion of a Supplemental Proposal (Section 2.4.2).

The process for Major Modifications undergoing Expedited Approval consists of the preparation of the proposal as outlined in Sections 2.4.1 and 2.4.2. The Expedited Approval process does not require an External Peer Review (see Policy 112 Section 4.0).

#### **2.3.1. PROPOSAL (mandatory)**

Include all of the following in the proposal:

1. a summary of the proposed changes and the rationale in light of your stated program learning outcomes;

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2. the effect on the Graduate Degree Level Expectations (GDLEs) and program learning outcomes, illustrated through an analysis of curricular mapping;
3. an indication of those changes that are the result of a previous periodic program review;
4. a list of the added resources that are needed, including space, faculty and staff;
5. a table permitting easy comparison of the existing curriculum with the curriculum of the proposed amended program;
6. a rationale if there are changes to electives, with comments on the actual availability of electives;
7. a description of each new or amended course, in calendar format ;
8. a statement of how and when changes will be implemented, and the strategy for communicating the changes to students;
9. a summary of the implications for external recognition and/or professional accreditation;
10. a summary, in the case of extensive changes, of views of the Graduate Program Council;
11. a list of any other programs affected by the changes; and
12. a brief executive summary.

### **2.3.2. SUPPLEMENTAL PROPOSAL**

If the University chooses to submit a request for an Expedited Approval by the Quality Council (optional) for a Major Modification including the creation, deletion or re-naming of a Field, the proposal must contain all the information in Section 2.3.1 in addition to the following:

- a) consistency of the curriculum modification with the institution's mission and academic plans;
- b) ways in which the curriculum modification addresses the current state of the discipline or area of study;
- c) identification of any unique curriculum or program innovations or creative components;
- d) for research-focused graduate programs, clear indication of the nature and suitability of the major research requirements for degree completion, if applicable;
- e) appropriateness of the proposed mode(s) of delivery to meet the intended program learning outcomes and Degree Level Expectations;
- f) appropriateness of the proposed methods for the assessment of student achievement of the intended program learning outcomes and Degree Level Expectations;
- g) completeness of plans for documenting and demonstrating the level of performance of students, consistent with the institution's statement of its Degree Level Expectations;
- h) adequacy of the administrative unit's planned utilization of existing human, physical and financial resources, and any institutional commitment to supplement those resources, to support the curriculum modification;
- i) participation of a sufficient number and quality of faculty who are competent to teach and/or supervise in the program when the curriculum modification is implemented;
- j) evidence that there are adequate resources to sustain the quality of scholarship produced by graduate students' scholarship and research activities, including library support, information technology support, and laboratory access;
- k) evidence that faculty have the recent research or professional/clinical expertise needed to sustain the program, promote innovation and foster an appropriate intellectual climate;
  - l) evidence of how supervisory loads will be distributed, and the qualifications and appointment status of faculty who will provide instruction and supervision, if appropriate;
  - m) indicators that provide evidence of quality of the faculty (e.g., qualifications, research, innovation and scholarly record; appropriateness of collective faculty expertise to contribute substantively to the proposed curriculum modification); and

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- n) evidence of a program structure and faculty research that will ensure the intellectual quality of the student experience.

**2.4.** Proposed curricular structure in Calendar format (GCAL): Proposed curricular structure in Calendar format.

**2.5.** Graduate Approvals and Consultations form (GAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.

- Subject Librarian: regarding library resource needs/changes.
- Additional resources needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.

## APPENDIX A

### MAJOR MODIFICATIONS

#### Undergraduate and Graduate

Major Modifications typically include one or more of the following program changes:

- a) Requirements for the program that differ significantly from those existing at the time of the previous cyclical program review.
- b) Significant changes to the learning outcomes;
- c) Significant changes to the faculty engaged in delivering the program and to the essential physical resources as may occur, for example, where there have been changes to the existing modes of delivery.

#### EXAMPLES OF MAJOR MODIFICATIONS

- Significant change in the laboratory time of a program
- The introduction or deletion of a research paper, thesis or capstone project
- The introduction or deletion of work experience, co-op, internship, or practicum, or portfolio
- Considerable changes to courses comprising a significant proportion of the program
- Significant change in the total number of courses required for graduation in a program
- Change to the name of the School or Department
- The creation of a double major based on existing degree programs
- Significant changes to the program learning outcomes
- Changes to program content, other than those listed above, that affect the learning outcomes, but do not meet the threshold for a ‘new program<sup>4</sup>’
- The introduction, deletion, or change to a full- or part-time program options
- The merger of two or more programs
  
- Significant changes to the faculty engaged in delivering the program and to the essential resources such as when there have been changes to the existing modes of delivery (for example, a new institutional collaboration or a move to online, blended or hybrid learning).
- Considerable curriculum changes due to changes to the faculty delivering the program: for example a large proportion of the faculty retires; or the expertise of new hires changes the focus of research and teaching interests
- Changes to the essential resources, where these changes impair the delivery of the approved program
  
- New bridging options for college diploma graduates
- The establishment of an existing degree program at another institution or location
- The offering of an existing program substantially online where it had previously been offered in face-to-face mode, or vice versa
  
- The creation, deletion or re-naming of a field in a graduate program
- Any change to the requirements for graduate program candidacy examinations, field studies or residence requirements

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<sup>4</sup> Refer to Ryerson University Senate Policy 110 for definition.