

## Academic Change Processes: Key Characteristics

| Key Characteristics   | Minor Modification  | Major Modification  | New Program  |
|---|---|---|--|
| UTQAP description   | "changes to courses and curriculum that do not change the nature or essence of a program or the learning outcomes"    | "a restructuring of a program, a merger of existing programs or a renewal of a program in order to keep it current with its academic discipline." | "substantially different program requirements and substantially different learning outcomes from those of any existing approved programs offered by the institution" |
| Change to Requirements  | Changes do not affect LOs, program "nature" or "essence"  | Significant changes to admission or program requirements  | New or substantially different from what currently exists  |
| Change to Learning Outcomes   | No change   | Majority of learning outcomes the same as existing program/option   | New or substantially different from what currently exists  |
| Change to Program "Nature" or "Essence"   | No change   | Possible change to some aspects   | New or substantially different from what currently exists  |
| Change to Delivery  | No substantial changes  | Can change  | Always part of discussion  |
| Change to Resources   | No substantial changes  | Changes to Requirements, LOs and/or Delivery can affect resources   | Always part of discussion  |
| Change to Tuition, BIUs & Enrolment   | Normally N/A  | Can involve new/re-allocated graduate spaces or changes to undergraduate enrolment  | Always part of discussion  |
| <b>UNIVERSITY DEADLINES &amp; TIMELINES*</b><br>(changes normally effective Sept 1) | Graduate: March 31<br>SGS Calendar Deadline<br>Undergraduate:<br>April 30 (only for items included in report to AP&P) | Graduate: March 31<br>SGS Calendar Deadline<br>Undergraduate: April 30; VPAP includes in report to AP&P Cycle 6 & then to QC                      | Variable: new programs effective September 1 are in development 2-3 years prior (less for collaborative programs and diplomas)                                       |

**\* In addition to any earlier deadlines required for Faculty/Divisional governance and/or calendars. Consult early with your Dean's office before proceeding with any academic change proposal.**

UTQAP: "In cases where it is unclear whether a proposed change in a program is a new program, a major modification, or a minor modification, a determination will be made by the VPAP in consultation with the divisional Dean and the academic unit."

## Academic Change Processes: Examples

### Minor Modification Examples

Creation of a new minor within an existing program

Creation of a new undergraduate focus or graduate emphasis

Changes to admission or program requirements (no effect on learning outcomes)

Change program, field, concentration or emphasis name\*

### Major Modification Examples

Add specialization, honours, option, concentration, stream

Add co-op option

Add new off-site location

Add new free-standing minor

Add new pathway for college students

Significant change to admission requirements where it affects learning outcomes

Change course/program requirements

Change program learning outcomes

Change faculty/other essential resources

Closure of a program

Closure of a minor

Closure of a co-op option

Closure of a specialization, honours, option, concentration, stream

Merge two or more programs

Change to mode of delivery\*\*

### New Program Examples

Always subject to discussion with VPAP Office.

\*Anything with a changed/new name requires consultation with VPAP Office prior to governance; if name change implies significant change to what is being offered or how it is being offered, this may be a major modification or new program.

\*\*“Change to mode of delivery – e.g., introduction of part-time, flex-time, advanced standing, fully online or conversion to face-to-face, change of campus” = major modification to align with Ontario QAF and to support fully fledged discussion of quality in relation to student support and resources (faculty, space, enrolment – graduate spaces, tuition).

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