# Minor Modifications to Graduate Curriculum

## Governance Form A: Procedures, Form and Guidelines

2012-13 – Version 1

Questions? Contact your Faculty Graduate Dean’s Office (FGO).

## Governance Form A: Procedures

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Procedures</th>
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</table>
| Changing Admission Requirements  
Changing Program Requirements  
Changes to Timing of Existing Program Requirements  
Adding or Removing an Option to Existing Program (e.g. “direct-entry” PhD, flexible-time PhD, part-time, coursework-only, thesis, major research paper, internship, practicum, etc.)  
New Emphasis*  
Renaming of Emphasis* | 1. Chair sends proposal to Faculty Graduate Dean’s Office (FGO).  
2. FGO accepts proposal (or refers back) and posts it on Graduate Curriculum Tracker (GCT).  
3. School of Graduate Studies (SGS) reviews proposal.  
4. Proposal goes to Faculty Council (FC) for final approval.  
5. FGO posts FC approval on GCT. |
| Renaming of Program*  
Renaming of Field*  
Renaming of Degree* | 1. Chair sends proposal to FGO.  
2. FGO accepts proposal (or refers back) and posts it on the Graduate Curriculum Tracker (GCT).  
3. SGS and Provost’s Office (PO) review proposal.  
4. Proposal goes to Faculty Council for final approval.  
5. FGO posts FC approval on GCT and informs PO of approval.  
6. PO reports approved proposal to Quality Council for information. |
| Program Changes Affecting MoA with an External Institution*  
Collaborative Program Changes Affecting MoA * | 1. Chair sends proposal to FGO.  
2. FGO accepts proposal (or refers back) and posts it on GCT.  
3. SGS and PO review proposal.  
4. Proposal goes to FC for final approval.  
5. FGO posts FC approval on GCT. |
| Ceasing Admission to Program Temporarily | Does not require governance. Recommendation of graduate unit chair /director to the faculty Dean for final approval. |

* Requires preliminary consultation with the Office of the Vice Provost, Academic Programs prior to Faculty Council Approval

A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](#).

**Administrators:** Please delete the Procedures and Guidelines sections before the Form is posted on the GCT.
Governance Form A

Proposal Type:
[Mark all that apply; see Governance Form A Procedures and Guidelines.]
- Changing Admission Requirements
- Changing Program Requirements
- Changes to Timing of Existing Program Requirements
- Adding Option to Existing Program
- Removing Option from Existing Program
- Renaming of Program
- Renaming of Field
- Renaming of Emphasis
- New Emphasis in Existing Program
- Renaming of Degree
- Program Changes Affecting MoA with an External Institution (Complete Addendum)
- Collaborative Program Changes Affecting MoA

Faculty:
University of Toronto Scarborough

Name of Graduate Unit:
Department of Physical and Environmental Sciences

Graduate Programs Involved in Proposal:
- Master of Environmental Science, MEnvSc

Brief Summary of Proposed Change(s):
- As per SGS Memorandum #005: SGS Calendar Regulation Change: Other Academic Activities, including Program Examinations:
  - Revise the Calendar entry for the Master of Environmental Science (MEnvSc) to include the components, deadlines and timelines, and consequences for failure associated with the completion of EES1101Y (required in the research option) and EES1116Y (required in the internship option).
- There is no change to the overall FCE requirements of the program.
- A revised Calendar Entry is attached.

Rationale:
In compliance with SGS Memorandum #005 we are revising the SGS Calendar Entry for our Master of Environmental Science program to include the information described above.

Does this change have any financial and/or resource implications? [Mark one]
- NO
- YES (please contact Faculty Graduate Dean’s Office and provide brief description below)

Effective Session Date:
May 2013

Please attach a revised Calendar entry based on the currently-approved entry in the Calendar (available from the SGS website)

Approvals/Actions prior to Faculty governance approval:
- Graduate Curriculum Group, February 7, 2013
Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

• Fulthorpe, Roberta, Professor and Graduate Chair, Department of Physical and Environmental Sciences
• Gough, William, Vice-Dean, Graduate Education and Program Development, UTSC

Date:
February 5, 2013

Faculty Council/Delegated Body Meeting Date:

• Academic Committee, February 12, 2013 - APPROVED

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

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<tr>
<th>For SGS use only</th>
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<tbody>
<tr>
<td>GPO</td>
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<tr>
<td>Comments</td>
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</table>
Governance Form A: Guidelines
Effective August 1, 2012

Governance Form A is designed to be used by graduate units when proposing certain types of Minor Modifications to graduate curriculum for approval through university governance. The Minor Modifications for which this form should be used are listed under Governance Form A: Procedures.

Normally, each Governance Form A should address changes to one program or proposal. For example, two separate forms should be used to propose changes to two separate programs (even if located in the same graduate unit), or to propose changes to the same program some of which are to go into effect on one date and the rest on another date. In some cases, proposing changes to different degree levels in one program (e.g. MA and PhD) using separate governance forms may be advantageous.

IMPORTANT: In order to guarantee inclusion in the SGS Calendar for the following academic year, proposals must have final Faculty approval by your Faculty's calendar deadline.

Substantial Changes: “Requirements that differ substantially from those existing at the time of the previous cyclical program review” (see UTQAP) are considered Major Modifications; for Major Modifications, please contact your FGO.

Revised Calendar Entry: Attach a Calendar entry showing only the changes being considered in the proposal, using the “Track Changes” feature in Word. Clean and current Calendar entry templates are available from the SGS website. Do not accumulate other changes in the Calendar entry that have been proposed/approved earlier in the Calendar production cycle. Instead, use a fresh Calendar entry template. SGS will accumulate all changes made and update the final Calendar entry accordingly. Do not submit revised Calendar entries that require governance approval directly to SGS; your FGO will forward them to SGS by way of the Graduate Curriculum Tracker (GCT).

Effective Session Date: The Faculty Graduate Dean’s Office and SGS reserve the right to alter the effective session date. Proposals are effective no sooner than the beginning of the following session. Most program changes, including name changes, are effective as of September of the following (or later) academic year. Retroactive proposals require SGS approval.

Admissions changes: The effective date for a change to an admission requirement that is approved by the SGS Calendar deadline in one academic year would be September of the next year. Students who are offered admission to a program commencing September the next year would be the first ones affected by the change.

Program changes: Students have the right to follow the program requirements in place at the time of initial registration. The effective date for a program change that is approved by the SGS Calendar deadline in one academic year would be September of the next year, with one exception. If the change eases program requirements, e.g., reduces the number of courses required, then the effective date may be “immediately” and it may be offered as a choice to all students already in the program. If the program change makes the requirements more demanding or merely does not ease then (e.g., if it increases the number of courses required, or changes which courses are required but not their number), then the change would be in effect for the following September and will only be in effect for students newly admitted that September and thereafter.

Requests for retroactive application of a proposed change to earlier cohorts of students will require SGS approval. Please contact: Erin McMahon, SGS, Governance & Policy Officer; 416.978.7709 erin.mcmahon@sgs.utoronto.ca