



MEMORANDUM, DCD #7, 2020-21

To: Chairs & Academic Director, University of Toronto Scarborough
CC: Chairs' & Academic Director's Assistants, Department Business Officers,
Undergraduate Coordinators & Departmental Assistants

From: Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs

Date: 3 November 2020

Re: **Guidelines for Undergraduate Curriculum Changes (Out-of-Cycle/Changes with Resource Implications)**

Dear colleagues,

As we have been reviewing curriculum submissions for the current cycle, it has become apparent that there are aspects of the process that would benefit from some clarification.

Two submission areas that have continued to create confusion are associated with out-of-cycle minor modifications, as well as minor modifications with resource implications.

With this in mind we have developed some guidelines to assist academic units as they are preparing their curriculum submissions. The following guidelines are available online for your reference:

- [UTSC Guidelines: Out-of-Cycle Undergraduate Minor Curriculum Modifications](#)
- [UTSC Guidelines: Undergraduate Curriculum Minor Modifications and Requesting Resources](#)

If you have questions or concerns, please don't hesitate to reach out to our Programs and Curriculum Coordinator, [Sarah Chaudhry](#), or our Academic Programs Officer, [Annette Knott](#), for assistance.

Warm wishes,

A handwritten signature in cursive script that reads 'Katherine R. Larson'.

Katherine R. Larson
Vice-Dean Teaching, Learning & Undergraduate Programs