# Minor Modification to Undergraduate Program Proposal

This template can be used to draft proposals for minor modifications to existing undergraduate programs. When the proposal is ready, input the final content into Curriculum Manager (CM) to submit for governance review. For access to CM, or if you have any questions, contact your department administrator or [the Programs & Curriculum team](https://www.utsc.utoronto.ca/vpdean/programs-curriculum-overview) in the Dean’s Office.

* Additional guidelines for each field are provided as endnotes.
* Some fields have been pre-filled with default options where they apply to all programs.
* This template includes only fields relevant for minor modifications to UTSC programs. Additional fields that appear in CM should be left blank or unchanged.
* For [major modifications](https://www.vpacademic.utoronto.ca/academic-change/major-modifications/) or [program closures](https://www.vpacademic.utoronto.ca/academic-change/program-closures/), templates are available from the [Office of the Vice Provost, Academic Programs](https://www.vpacademic.utoronto.ca/academic-change/program-closures/)

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| --- | --- |
| Version Start Session:[[1]](#endnote-2)  e.g. Fall 2024 |  |

|  |  |
| --- | --- |
| Existing Program Title: |  |
| New Program Title:[[2]](#endnote-3) |  |
| Level of Instruction: | Undergraduate |
| Program Type: | Subject |

## Responsibility

|  |  |
| --- | --- |
| Division:[[3]](#endnote-4) | University of Toronto Scarborough |
| Unit(s):[[4]](#endnote-5) |  |

## 

## Governance Routing

|  |  |
| --- | --- |
| Proposal Divisional Review | This proposal requires full divisional review (*default*) |

## Content & Program Requirements

Step 1: Copy and paste the existing Calendar entry from CM into the boxes below.

Step 2: Show all the changes being made; please do not use track changes:

* Use “~~Strikethrough~~” and yellow highlighting to show deleted copy.
* Add all new copy in red.

|  |
| --- |
| Program Description (showing changes) |

|  |
| --- |
| Admission Requirements (if applicable; showing changes) |

|  |
| --- |
| Enrolment Requirements (showing changes) |

|  |
| --- |
| Completion Requirements (showing changes) |

## Delivery

|  |  |
| --- | --- |
| Mode of Delivery:[[5]](#endnote-6)  see note for guidelines on Mode of Delivery policy | In Person  Online  Hybrid |

## Administrative Information

|  |  |
| --- | --- |
| Publication: | University of Toronto Scarborough - Calendar |
| **Section(s):[[6]](#endnote-7)** |  |

## Proposal Questions - General

|  |  |
| --- | --- |
| Brief Description of the Proposed Changes:[[7]](#endnote-8) |  |
| Rationale:[[8]](#endnote-9) |  |
| Impact:[[9]](#endnote-10) |  |
| Consultation:[[10]](#endnote-11) |  |

## Resources

|  |  |
| --- | --- |
| Resource Implications:[[11]](#endnote-12) |  |

## Program Record Attachments

|  |  |
| --- | --- |
| Additional Program Documents:[[12]](#endnote-13) |  |

# Template Notes & Guidelines

1. Please select the session and year the new program will become available to students. Normally this will be the Fall term of the upcoming academic year (i.e. Fall 2023). [↑](#endnote-ref-2)
2. Changing the title of a program has university-wide implications. If you are proposing a change to the title of your program, you must report this to the Academic Programs Officer via email as early as possible. [↑](#endnote-ref-3)
3. If the program will now be offered in association with another University of Toronto Division, enter the name of the Division. Bear in mind that you will be adding that Division to the workflow. [↑](#endnote-ref-4)
4. Programs do not typically move from one academic unit to another. If this is the type of change you want to make you must discuss it in advance with the Academic Programs Officer. [↑](#endnote-ref-5)
5. Academic units MUST select one mode of delivery. Please see the [Mode of Delivery Guidelines](https://www.vpacademic.utoronto.ca/academic-change/academic-change-processes/changing-mode-of-delivery/) for more information. If you select more than one Mode of Delivery (if the course has different sections offered in different modes, for example) please explain why in the Rationale field below.

   “In Class” = The majority of instruction is delivered in-class (e.g. lectures, seminar discussion, midterms etc.). In-class courses may include some online elements (e.g. flipped classroom tools, online discussion boards, online office hours).

   “Online” = All of the instructional interaction occurs without the student and instructor being in the same physical location. When a course is delivered predominantly online, assessments are normally also conducted and submitted online.

   “Hybrid” = is designed such that face-to-face teaching time is reduced, but not eliminated. A course is considered to be hybrid if at least one-third of scheduled class time is replaced by online activities. Assessments for hybrid courses may be conducted in-person and/or online. [↑](#endnote-ref-6)
6. Note that normally the Calendar Section(s) will NOT change. If you are seeking to move the program to another section of the Calendar, you must discuss this in advance with the Programs and Curriculum Coordinator before including the updated Calendar Section(s) here. [↑](#endnote-ref-7)
7. Please briefly describe each change you are making to your program. For example:

   In the Enrolment Requirements, the CGPA requirement increases from 2.5 to 2.65.

   In Component 1 of the Program Requirements: students will complete either XYZB75H3 or XYZB76H3, not both. The total requirements for this component decreases from 1.5 to 1.0 credit.

   In the First Year Component of the Program Requirements: XYZC51H3 is being added/deleted as an optional course. [↑](#endnote-ref-8)
8. The rationale must *concisely* and *accurately* address all of the changes you’ve proposed and why. If you describe more than one change in the “Brief Description of the Proposed Changes,” please organize your response in the rationale to follow the same order. For example:

   The CGPA requirement has been increased to 2.65 because…

   Students will complete either XYZB75H3 or XYZB76H3, rather than both, because…

   XYZC51H3 has been added/deleted as an optional course because… [↑](#endnote-ref-9)
9. Describe any impact the changes will have on students or on other academic units. If there will be no impact, say “None.” [↑](#endnote-ref-10)
10. Describe the consultation regarding the program changes, including both internal consultation and consultation outside of the academic unit responsible for the program. You MUST include the date on which the proposal was approved by your DCC. Note that all proposals must involve some degree of consultation, even it if it is only within the academic unit. It is never valid to leave the consultation field empty, or respond “N/A.” [↑](#endnote-ref-11)
11. Describe any impact the proposed changes will have on resources and indicate how the unit plans to manage them. If there will be no impact on resources, say “None.” [↑](#endnote-ref-12)
12. You can attach any supporting documents relevant to the standing record of the program here. Note that this field is distinct from the Additional Proposal Documents field, which is not used. [↑](#endnote-ref-13)