## 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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| • 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.
Proposal Type:
[Mark all that apply; see Governance Form A Procedures and Guidelines.]

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<td>- New Emphasis in Existing Program</td>
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<td>- Program Changes Affecting MoA with an External Institution</td>
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<tr>
<td>- Collaborative Program Changes Affecting MoA (Complete Addendum)</td>
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</table>

Faculty: [E.g. Arts and Science, Medicine, etc. If Collaborative Program, please indicate lead Faculty]

Faculty of Information (iSchool)

Name of Graduate Unit: [Graduate department/centre/institute/school; if this is a Collaborative Program, please provide name of collaborative program]

N/A

Graduate Programs Involved in Proposal: [List program(s) and degree(s) (or, for collaborative programs, list all participating programs and degrees) involved]

- Master of Museum Studies, MMSt

Brief Summary of Proposed Change(s): [Ensure ALL changes in the proposal are summarized here; for program requirement changes, state how overall FCE requirements would be changed or confirm that they are not being changed; a revised Calendar entry is needed for most proposal types. For changes to a Collaborative Program, complete MOA Addendum to Governance Form A].

The proposed change is to update the normal program length shown on the SGS calendar entry for the Master of Museum Studies. The normal program length for this degree is 4 sessions (2 years), the same as our Master of Information (MI) degree.

Rationale: [State the reason for each change being proposed and the anticipated effect on the program/s and students]

The SGS calendar entry currently shows the normal program length for Museum Studies to be 5 sessions full-time. This is a carryover from the time when the internship course, MSL3000Y, which started in the winter session and extended through the summer between first and second year, was required for the MMSt degree. Effective 2009/2010 this is no longer the case, this is why we would like to correct the entry effective immediately. The normal program length for full-time students is the same as for MI students: 4 sessions (2 years).

This change does not affect students in any way. The summer session is optional for both the MI and MMSt programs and there is no additional tuition to be paid whether they take the internship in the summer or elective courses, as long as students have registered in the two previous regular sessions (i.e., fall and winter).
Does this change have any financial and/or resource implications? [Mark one]

X NO  YES (please contact Faculty Graduate Dean’s Office and provide brief description below)

- [Insert description of additional resources required]

Effective Session Date: [Month / Day / Year. Sessions begin in September, January or May. See Governance Form A: Guidelines]

Immediately

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

Normal Program Length: 4 sessions (2 years) full-time

Approvals/Actions prior to Faculty governance approval: [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Explain how consultation with graduate students has occurred.]

- Faculty members teaching in the Master of Museum Studies program were consulted informally via email and through face-to-face meetings on 21 and 22 March, 2013. No consultation with graduate students took place. This change does not have any substantive implications; it just ensures that the number of required sessions listed in the Calendar is aligned with approved program requirements.
  - There were no objections to the proposed change.

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.]

- Prof. Chun Wei Choo

Date: [Date of form completion]

- March 22, 2013

Faculty Council/Delegated Body Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

- Faculty Council, April 12, 2013

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