Minor Modifications to Graduate Curriculum
Governance Form A: Procedures, Form and Guidelines
Effective January 1, 2011 – Version 3

Questions? Contact your Faculty Graduate Office (FGO).

Governance Form A: Procedures

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Procedures</th>
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</table>
| Changing Admission Requirements | 1. Chair sends proposal to FGO in relevant Faculty.  
2. FGO accepts proposal (or refers back) and posts it on GCT.  
3. SGS reviews proposal prior to FC or delegated body approval.  
4. Proposal goes to FC for final approval.  
5. FGO posts FC approval on GCT. |
| Changing Program Requirements | 1. Chair sends proposal to FGO in relevant Faculty.  
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 prior to Faculty Council (FC) or delegated body approval.  
4. Proposal goes to FC 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. |
| Changes to Timing of Existing Program Requirements | 1. Chair sends proposal to FGO in relevant Faculty.  
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 prior to Faculty Council (FC) or delegated body approval.  
4. Proposal goes to FC for final approval.  
5. FGO posts FC approval on GCT and informs PO of approval. |
| Adding Option to Existing Program (e.g. “direct-entry” PhD, flexible-time PhD, part-time, coursework-only, thesis, major research paper, internship, practicum, etc.) | 1. Chair sends proposal to FGO in relevant Faculty.  
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 prior to Faculty Council (FC) or delegated body approval.  
4. Proposal goes to FC for final approval.  
5. FGO posts FC approval on GCT. |
| Renaming of Program* | 1. Chair sends proposal to FGO in relevant Faculty.  
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 prior to Faculty Council (FC) or delegated body approval.  
4. Proposal goes to FC for final approval.  
5. FGO posts FC approval on GCT and informs PO of approval. |
| Renaming of Field* | 1. Chair sends proposal to Faculty Graduate Office (FGO) in relevant Faculty.  
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 prior to Faculty Council (FC) or delegated body approval.  
4. Proposal goes to FC for final approval.  
5. FGO posts FC approval on GCT and informs PO of approval. |
| Renaming of Degree* | 1. Chair sends proposal to Faculty Graduate Office (FGO) in relevant Faculty.  
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 prior to Faculty Council (FC) or delegated body approval.  
4. Proposal goes to FC for final approval.  
5. FGO posts FC approval on GCT and informs PO of 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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<thead>
<tr>
<th>Proposal Type</th>
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<tbody>
<tr>
<td>Changing Admission Requirements</td>
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<tr>
<td>X Changing Program Requirements</td>
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<td>Renaming of Field</td>
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<tr>
<td>Renaming of Degree</td>
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<tr>
<td>Program Changes Affecting MoA with an External Institution</td>
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<tr>
<td>Ceasing Admission to Program Temporarily</td>
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Faculty Affiliation: [E.g. Arts and Science, Medicine, etc.]
Faculty of Information

Name of Graduate Unit: [Graduate department/centre/institute; if this is a Collaborative Program, indicate “N/A”]
Faculty of Information

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

- [Program_Name], [Degree(s)]
- Masters of Information, MI

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 – see Governance Form A: Guidelines]

The current number of courses required to complete the MI degree is 16 half courses (8 FCE). This proposal changes the number of courses required to complete the MI degree to 15 half courses (7.5 FCE).

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

There is a desire to align the MI and MMSt degree programs as much as possible within the Faculty. Currently, the MMSt requires 14 half courses (7 FCE) and the MI program requires 16 half courses (8 FCE). The goal is to have both require 15 courses (7.5 FCE).

Additional advantages include:

- Some students may be able to finish 1 term early if they take extra courses each term.
- The Faculty of Information and Media Studies at the University of Western Ontario requires 15 half courses for the MLIS degree. The proposed change makes our degree more competitive with theirs. (http://www.fims.uwo.ca/acad_programs/grad/lis/mlis.htm)

Prior Approvals/Actions and Comments: [List graduate unit bodies that have approved the proposal, the date of each approval, and summarize substantial questions and comments that have arisen. Consultation with graduate students should be included; indicate how it has occurred. Identify the Faculty Council or delegated body that will consider the proposal and provide the date of the targeted meeting. Identify any other relevant approvals or actions taken.]

MI Committee (which includes an MI student representative) Review and Approval: May 11, 2011
Faculty review and agreement, Faculty Meeting: May 12, 2011
Programs Committee: June 24, 2011

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

September 2012

Does this change have any financial and/or resource implications? [Mark one]

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<td>X</td>
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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.]

Joan Cherry, Associate Dean, Academic; Heather MacNeil, Associate Dean, Academic, July 1, 2011 -
Governance Form A: Guidelines
Effective January 1, 2011

Governance Form A is designed to be used by graduate units when submitting certain types of Minor Modifications to graduate curriculum for approval through the Faculty governance body. 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 deadline.

**Substantial Changes:** “Requirements that differ substantially from those existing at the time of the previous cyclical program review” (UTQAP, see bottom) 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 SGS. 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 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 course requirements, then the effective date may be “immediately” and it may be offered to all students in the program. If the program change does not ease the program requirements or makes them more demanding, e.g., increases the number of course requirements, 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 require SGS approval. Contact Anil Purandaré or the SGS Vice-Dean, Programs.

References: University of Toronto Quality Assurance Process (UTQAP) [link TBD], Quality Assurance Framework (QAF).