



Policy Name: Academic Program and Course Modifications - Late Modifications Policy
Originating/Responsible Department: Vice-Provost and Associate Vice-President (Academic)
Approval Authority: Senate
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Contact: Office of the Vice-Provost and Associate Vice-President (Academic)

Preamble

Academic units annually undertake to review their undergraduate and graduate programs and courses with a view to proposing modifications for publication in the calendars for the next academic year.

This policy attempts to balance the desire for a workflow that occurs within one academic year with the necessity of ensuring that sufficient time is available to carry out the work entailed to review and process modifications on the part of Faculty associate deans, Faculty Curriculum Committees, Faculty Boards, Senate Committees and Senate. Further, there is the issue of implementing modifications. This can include making changes to academic audits and classroom scheduling.

The university makes a distinction between major modifications and minor modifications. This distinction is reflected in the approval process. The criteria for major modifications are included in Carleton University's Institutional Quality Assurance Process. Minor modifications are those modifications that do not meet the criteria for major modifications. It should be noted that not all calendar changes reflect modifications to programs or courses. Non-exhaustive lists of major modifications, minor modifications and calendar changes that do not reflect modifications to programs and courses are provided in three appendices to this policy. It should in addition be noted that calendar changes that do not reflect program and course modifications are not covered by this policy.

It is important that academic units and Faculty Boards have an opportunity to submit late modifications for inclusion in the calendars of the next academic year. There is a need to be fair and consistent in adhering to the deadline, but there is also a need to weigh the impact of late modifications in deciding whether or not they should be considered for approval.

The key principle in determining whether or not late modifications should be considered for approval is the impact on students.

Requests for late modifications are to be the exception.

Policy

The submission deadlines for modifications to courses and programs for inclusion in the calendars of the next academic year are communicated by the Vice-President (Students and Enrolment) and the Vice-Provost and Associate Vice-President (Academic) in the annual memorandum.

Two deadlines are of relevance for this policy: the deadline for academic units and the deadline for Faculty Board approval.

The deadline for academic units also applies to academic units that have their own Faculty Boards.

Modifications submitted after the deadline for academic units will be considered by the relevant Faculty associate dean to determine whether or not they should proceed as late modifications. Modifications not approved by Faculty Boards by the deadline for Faculty Board approval will be considered by the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP) to determine whether or not they should proceed as late modifications.

The Faculty associate dean and SCCASP will consider the following criteria in deciding whether or not late modifications should proceed:

1. The impact on students;
 - i. If implemented;
 - ii. If not implemented;
2. The impact on other units;
3. The reason for submission after the deadline;
4. The ability to implement.

Related documents

Undergraduate Academic Calendar
Graduate Academic Calendar
Institutional Quality Assurance Process

Procedure for Late Modifications

1. In the case of academic units that submit modifications after the relevant deadline set by the Faculty but before the deadline for Faculty Board approval, the relevant associate dean¹ will decide in accordance with the four criteria listed in the policy whether or not the modification should proceed. The associate dean will consult with the relevant offices regarding criteria 4.
2. In the case of modifications that are not approved by Faculty Boards by the deadline for Faculty Board approval, the relevant associate dean¹ will decide in accordance with the four criteria listed in the policy whether or not to apply to SCCASP to have the modification considered as a late modification.
3. In the case of late minor modifications, the Faculty associate dean may consult the Office of the University Registrar for any advice required in making a decision as to whether or not to apply to SCCASP and in making the application. The Office of the University Registrar may consult with the Office of the Vice-Provost and Associate Vice-President (Academic), the Chair of SCCASP and the Clerk of Senate in rendering advice.
4. In the case of late major modifications, the Faculty associate dean may consult the Office of the Vice-Provost and Associate Vice-President (Academic) for any advice required in making a decision as to whether or not to apply to SCCASP and in making the application. The Office of the Vice-Provost and Associate Vice-President (Academic) may consult with the Offices of the University Registrar and Graduate Registrar, the Chair of SCCASP and the Clerk of Senate in rendering advice.
5. Upon receiving the application in CourseLeaf for a modification to be considered as late, SCCASP determines whether or not it should proceed as appropriate to the program/curriculum approval and quality assurance process.
6. If SCCASP determines that the modification should proceed, it will be forwarded to the appropriate step in the program/curriculum approval and quality assurance process.
7. If SCCASP determines that the modification should not proceed, the academic unit will be informed that the modification has been deferred to the next program/curriculum approval and quality assurance cycle.

¹ The associate dean (programs and awards) in the Faculty of Graduate and Postdoctoral Affairs will consult with the appropriate associate dean in the relevant line Faculty in making a decision.