

Quick Reference Guide: Graduate Minor Modifications & SGS Calendar Editorial Changes

How can this guide help you implement academic changes?

- By **supporting** divisions and units in maintaining and enhancing programs of study
- By **distinguishing** between minor modifications and editorial changes
- By **improving** clarity to make changes a smoother, quicker process for administrators

What are minor modifications?

- Minor modifications are the most common type of academic change and **require governance**
- Changes to courses and curriculum that do not constitute a significant change to the nature of a program or its learning outcomes but still require governance approval
- Each academic cycle, hundreds of minor modifications are received by the VPAP Office to review

Why is the minor modification process important?

Need for Consultation

- The [minor modification governance process](#) ensures a **consultative and collaborative discussion** not only at the academic unit but with your divisional Dean's Office and other related units.
- Academic changes can have **broader impacts** involving more than one program or academic unit. The VPAP Office can provide advice and input on any academic change proposals (see below for examples).

Need for Communication

- Communication is integral to curriculum governance and the production of the *SGS Calendar*, providing greater **transparency for students**, who are bound by program requirements as stated in the *SGS Calendar* the year they begin their program of study.
- The VPAP Office implements graduate minor modifications. Early communication guarantees a **timely** and **accurate** reflection on ROSI, ACORN, Quercus and related systems, and facilitates a smoother implementation process when submitting changes to your *SGS Calendar* entry.

What are editorial (non-governance) changes to the SGS Calendar?

- Correcting errors in a calendar entry, such as typos or clerical mistakes
- Updating contact info, application deadlines or other non-programmatic information
- Clarifying text in a calendar entry

During the *SGS Calendar* production process, the VPAP Office receives hundreds of **editorial (non-governance) changes**. Sometimes these changes are **minor modifications that require governance approval**.

Elective course listings

All active courses will be included in the *SGS Calendar*, regardless of whether they will be offered for the upcoming academic year. This is because the *SGS Calendar* is meant to provide a comprehensive record of programs and courses approved through governance, as opposed to a course timetable.

Examples of minor modifications and editorial changes

SGS Calendar Section	Minor Modification (governance required)	Editorial Change (non governance)
SGS Calendar Introduction	<ul style="list-style-type: none"> Changes to participating degree programs in a collaborative specialization (CS) 	<ul style="list-style-type: none"> Updating overviews Updating contact information
Admission Requirements	<ul style="list-style-type: none"> Revisions to admission requirements that do not impact learning outcomes but pose additional requirements for students, such as: <ul style="list-style-type: none"> GPA requirements GRE requirements academic background of applicants 	<ul style="list-style-type: none"> Changes to application procedures that do not pose additional requirements to students, such as: <ul style="list-style-type: none"> updating application deadlines information on English-language proficiency testing consistent with SGS General Regulations
Program Requirements	<ul style="list-style-type: none"> Minor adjustments to program requirements that alter how students complete a program, such as: <ul style="list-style-type: none"> required courses in a program or collaborative specialization (CS) adding or removing a participating degree program to a CS program FCE counts language requirements (if applicable) graduate unit-specific provisions for CR/NCR election as per SGS Regulation 6.2.10 on Credit/No Credit (CR/NCR) 	<ul style="list-style-type: none"> Edits that do not change program requirements, but give students greater clarity on program structure, such as: <ul style="list-style-type: none"> details on completing activities that involve more than one academic element; e.g., oral presentations, poster presentations, practicums minor changes to coursework timing and residency periods (if applicable)
Program Option Requirements	<ul style="list-style-type: none"> Changes to program option requirements including: <ul style="list-style-type: none"> two or more modifications to elective course listings within an emphasis altering advanced-standing option requirements 	<ul style="list-style-type: none"> As above, edits that do not change program requirements, but give students greater clarity on program structure, such as: <ul style="list-style-type: none"> one addition or deletion of electives in an emphasis that does not draw on resources from other units or alter the scope of the program
Course Listings	<ul style="list-style-type: none"> Creating new or modifying existing courses, such as: <ul style="list-style-type: none"> altering the grading scale converting special topics courses to regular courses altering courses to be fully online as per the Guidelines for eLearning. See Guidelines on Graduate Courses and Other Academic Activities for more information. 	<ul style="list-style-type: none"> Corrections that improve clarity to existing courses, such as: <ul style="list-style-type: none"> editing a course to have a continuous status in cases where it already functions as such by design, such as course codes for major research papers

Resources & Contact

The VPAP Office encourages graduate units to reach out to their divisional or Faculty Dean's Offices early with any questions relating to academic or editorial changes, so that there is ample time for consultation and implementation. Below are some helpful links to provide additional guidance when you're considering a minor modification to your program:

- [academic change processes; reference guide and sample calendar entry](#)
- [overview on graduate minor modifications and templates](#)
- for more information, please feel free to [contact the VPAP Office](#).