

COMMITTEE/BOARD REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

Financial Impact Yes No

Included in Budget Yes No

TO: Academic Council

DATE: March 15, 2018

PRESENTED BY:

SLT LEAD: Cheryl Foy, University Secretary

SUBJECT: Approval of Undergraduate Academic Regulations under the Policy Framework

ACADEMIC COUNCIL MANDATE:

- We are asking for your advice regarding a recommended consultation and approval path for certain academic Policy Instruments, and any comments about the approach outlined in this report.
- Under the UOIT By-Laws and Policy Framework, Academic Council is the approval authority for Academic Policies, including Academic Regulations and determines the approval path for other academic policy instruments.

BACKGROUND/CONTEXT & RATIONALE:

- Under the UOIT Act, s. 10 (2), Academic Council is mandated to “make recommendations to the board with respect to the establishment of academic standards and curricular policies and procedures of the university and the regulation of such standards, policies and procedures...”
- Under UOIT’s By-Law No. 1 Academic Council has the delegated authority “to establish academic standards and curricular policies and procedures of the University and to regulate such standards, policies and procedures including the powers:
 - I. to govern academic standards for admission of students to the University and for graduation;
 - II. to determine and regulate the contents and curricula of all courses of study;
 - III. to govern matters arising in connection with the award of fellowships, scholarships, medals, prizes, and other awards for academic achievement;
 - IV. to provide for the conduct of examinations and the appointment of examiners;

- V. to provide for the hearing and determination of appeals by students from decisions with respect to their academic standing in a course or program of study; and
 - VI. to authorize the conferring of degrees.”
- UOIT’s draft By-Law No. 2 (effective September 2018) has a similar provision. Academic Council has the delegated authority “to establish the academic standards and curricular policies and procedures of the University including:
 - c. governing the academic standards for i) admission of students to the University; ii) academic integrity and professional suitability; and iii) graduation.
 - e. establishing and implementing general academic regulations;
 - f. establishing and implementing academic and research policies except those that are organizational in nature and/or those implemented to fulfill legal compliance obligations.”
- Under the UOIT Policy Framework, Academic Council is the approval authority for Academic Policies, and determines the approval path for other academic policy instruments. The Academic category includes: “Policy Instruments that relate to academic governance and administration within the delegated authority to Academic Council from the Board”.

Academic Regulations are policy instruments

- Academic Regulations contained in UOIT’s Undergraduate Academic Calendar state principles related to academic governance, academic standards, academic integrity, degree granting and describe processes for implementation of the same. They can be properly understood as Policies or Procedures under the UOIT Policy Framework:
 - **Policies:** a statement of principle intended to govern the operation of the University and which aligns with the legislative, regulatory and organizational requirements of the University.
 - **Procedures:** means a process, information or step –by-step instructions to implement a Policy.
- The initial implementation of the Policy Framework did not include the Academic Regulations in its scope. Existing processes for approving amendments to the Calendar were kept in place. The base documents were reviewed and approved on January 20, 2004 by Academic Council. Included as a supporting document is a chart documenting the amendments reviewed and approved to these academic regulations at subsequent meetings.
- This academic year, at the recommendation of the Office of the University Secretary and General Counsel, the Office of the Registrar (the policy owner) began the process of bringing Undergraduate Academic Regulations into compliance with the Policy Framework processes. The work has involved reformatting the existing Academic Regulations as policy instruments, along with some minor editorial changes. The resulting drafts will be approved in accordance with Policy Framework processes. The approved Policy Instruments will be included in the Policy Library, UOIT’s central repository of Policy Instruments.
- Note: Academic Regulations in the Graduate Academic Calendar are also under consideration for Policy Framework compliance. It is hoped that they can be reformatted before the next calendar cycle.
- This approach will help to continue to strengthen the bicameral governance of UOIT by ensuring that academic policy decisions are made by the appropriate governing body. By clearly identifying Academic Regulations as policy instruments, any ambiguity about the approval path for these instruments is removed. The University is assured that the approval of Academic Policy Instruments is consistently applied and that the authority of Academic Council to set academic policy under the current By-Law No. 1 and the draft By-Law No. 2 and the UOIT Policy Framework is respected and applied.

- The approach will also enhance the visibility of Academic Regulations and other policy instruments for students and other interested parties by consolidating all policy instruments into one location, the Policy Library. The Academic Calendar will include links to relevant policy instruments in the Policy Library.

Recommended Approval Path

- Under the Policy Framework, any Policies and Procedures undergoing minor amendments of an editorial nature will be approved by the Policy Owner and reported to Academic Council. We expect the updates to the Academic Regulations to fall into this category.
- If major amendments are required, under the Policy Framework, Academic Council sets the approval path for all academic policy instruments, including procedures, undergoing major amendments. In discussions with Academic Council as part of the Policy Framework Review, members expressed that in their view, approval of academic policy instruments should remain the purview of Academic Council until a broader review of governance structures can be completed. Any delegation of approval authority would be done in amendments to the terms of reference of Academic Council's committees. For the above reason, the Office of the University Secretary recommends the following approval path for any Policies or Procedures that require major amendments:
 - **Deliberative Body:** Curriculum and Program Review Committee
 - **Approval Authority:** Academic Council

IMPLICATIONS:

- The Undergraduate Academic Calendar will need to be updated to include links to the Policy Library in place of existing Academic Regulations. UOIT users of Academic Regulations (Academic Advisors, etc.) will need to be informed of the change.

CONSULTATION:

- Revised policy instruments are being developed in consultation with the Office of the Registrar, School of Graduate and Postdoctoral Studies, Centre for Institutional Quality Enhancement and Office of the University Secretary and General Counsel. Curriculum and Program Review Committee will have an opportunity to consider the plan to bring the regulations into the Policy Framework Processes before they are brought to Academic Council.

NEXT STEPS:

- Curriculum and Program Review Committee will consider the plan to bring Undergraduate Academic Regulations into the Policy Framework processes at the March meeting and provide a recommendation to Academic Council.
- The Office of the Registrar plans to bring any draft Policy Instruments requiring major amendments to Academic Council to consider approval at the April 17 meeting. Minor amendments to Academic Regulations will also be reported to Academic Council.
- The Office of the University Secretary and General Counsel will make necessary updates to the Policy Library for the effective date of the amendments, which will coincide with revisions to the Undergraduate Academic Calendar.

SUPPORTING REFERENCE MATERIALS:

- Chart of Undergraduate Academic Regulation Approvals at Academic Council

Chart of Academic Regulation Approvals at Academic Council

The complete Undergraduate General Academic Regulations (section 5 of the Undergraduate Academic Calendar) were reviewed and approved when the Academic Conduct regulation was amended on January 20, 2004. This set of regulations is the base upon which all subsequent amendments were made. Below is set out a chart of amendments to the Regulations.

Date	Referring Body	Outcome	Regulation or Heading Title
19-Jan-10	CPRC	APP	UG Regulations on Letters of Permission - Amendments
21-Apr-09	CPRC	APP	UG Regulation -Reinstatement following Dismissal
24-Feb-09	CPRC	APP	UG Regulation on Academic Standing - Amendments
18-Nov-08	CPRC	APP	UG Regulation on Academic Standing - Amendment
18-Nov-08	Assoc Provost, Teaching & Learning	APP	UG Regulation on Academic Conduct - Amendment
12-Feb-08	Assoc Provost, Teaching & Learning	APP	UG Regulations on Academic Conduct - Amendments
15-Jan-08	Assoc Provost, Teaching & Learning	APP	UG Regulation on Academic Conduct - Amendments
20-Nov-07	Assoc Provost Teaching & Learning	APP	UG Regulations on Academic Conduct - Amendment
19-Sep-06	Assoc Provost, Teaching & Learning	APP	UG Regulation on Academic Conduct - Amendment on lesser offences
16-Nov-04	Registrar	APP	UG Regulation on Graduation Notwithstanding a Deficiency
16-Nov-04	Dean of Education	APP	UG Regulation on Course Repeats in the Faculty of Education
21-Sep-04	Provost	APP	UG Regulations on Academic Appeals and Professional Unsuitability - Amendments
18-May-04	Provost	APP	UG Regulation on Academic Standing
20-Apr-04	Registrar	APP	UG Regulation on Graduation with Distinction
16-Mar-04	Registrar	CNSNT	UG Regulation on Appeal of Admission Decisions - Amendment
20-Jan-04	Provost	APP	UG Regulations on Academic Appeals - Amendments Contains all of section 5 – General Academic Regulations
16-Dec-03	Registrar	APP	UG Regulation on Grading - Amendment

16-Dec-03	Registrar	APP	UG Regulation on Letters of Permission
21-Oct-03	Registrar	APP	UG Regulation on Final Examinations
21-Oct-03	Registrar	APP	UG Regulation on Transfer Credits
21-Oct-03	Registrar	CNSNT	UG Regulations for the President's and Deans' Honours Lists
21-Oct-03	Registrar	CNSNT	UG Regulation on 'C' grade definition and transfer credits

Policy Instrument	Academic Calendar Headings
Policy – Grading System and Academic Standing	<ul style="list-style-type: none"> • Grading System • Grade Changes • Dean’s List and President’s List • Academic Standing • Reappraisals and Reviews • Grade Reappraisals (informal, formal, non-academic) • Review of Academic Standing
Procedures – Grade Reappraisal and Review of Academic Standing	<ul style="list-style-type: none"> • Request for grade reappraisal (informal, formal, non-academic) • Request for a review of academic standing
Policy – Graduation and Conferral of Degrees	<ul style="list-style-type: none"> • Residency requirements • Time limits • Conferral of degrees • Graduation with distinction • Graduation notwithstanding a deficiency • Second Degrees
Policy – Course Selection and Registration	<ul style="list-style-type: none"> • Course selection • Prerequisites/Corequisites • Repeating Courses • Auditing courses • Curriculum substitution • Letters of permission • Course changes • Voluntary withdrawal • Request for consideration for late withdrawal • Course load status (Full-time/part-time status)
Policy – Academic Conduct and Professional Suitability	<ul style="list-style-type: none"> • Academic Conduct • Academic Misconduct • Professional Unsuitability • Disciplinary Sanctions • Allegations of Academic Misconduct or Professional Unsuitability
Procedure – Academic Misconduct and Professional Unsuitability	<ul style="list-style-type: none"> • Launching and resolving complaints • Dealing with lesser academic offenses • Complaints resolved by the dean • Procedures for formal resolution • Transcript notation and appeals process
Policy – Academic Appeal	<ul style="list-style-type: none"> • Eligibility for appeal • Status during an appeal

**Procedure – Academic
Appeal**

- Grounds for an appeal
- Process for submitting an appeal