ACADEMIC COUNCIL REPORT

SESSION:			ACTION REQUESTED:	
Public	☒		**Decision**	☐
Non-Public	☐		**Discussion/Direction**	☒
			Information	☐

Financial Impact ☐ Yes ☒ No   **Included in Budget** ☐ Yes ☒ No

TO: Academic Council

DATE: April 17, 2018

PRESENTED BY: Niall O'Halloran

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:
    - o I. to govern academic standards for admission of students to the University and for graduation;
    - o II. to determine and regulate the contents and curricula of all courses of study;
    - o III. to govern matters arising in connection with the award of fellowships, scholarships, medals, prizes, and other awards for academic achievement;

- o IV. to provide for the conduct of examinations and the appointment of examiners;
  - o 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
  - o VI. to authorize the conferring of degrees."
- UOIT's new 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:
  - o c. governing the academic standards for i) admission of students to the University; ii) academic integrity and professional suitability; and iii) graduation.
  - o e. establishing and implementing general academic regulations;
  - o 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:
  - o **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.
  - o **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 Regulations were kept in place. The Academic Regulations 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 a governance project to bring the approval of Undergraduate Academic Regulations into the Policy Framework processes. As a first phase, the Framework's policy approval process will be applied to upcoming amendments to the Undergraduate Academic Regulations. The language in the approved Policy Instruments will be used to update the Undergraduate Academic Regulations in the Academic Calendar.
- This approach will help to continue to strengthen the bicameral governance of UOIT by clarifying the authority of the Academic Council with respect to academic policy and ensuring that academic policy decisions are made by the appropriate governing body. By clearly identifying Undergraduate 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 Centre for Institutional Quality Enhancement, the Registrar's Office and the Office of the University Secretary will undertake a project to review the Undergraduate Academic Calendar and clarify the approval authority for the sections within. Any sections determined to be policy instruments will be categorized and subject to Policy Framework approval processes and inclusion in the Policy Library. This is expected to take place over the next year.

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 most updates to the Academic Regulations to fall into this category.
- We have identified two instruments undergoing substantive amendments. 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 as part of the new by-law implementation. Delegation of approval authority would be done in amendments to the terms of reference of Academic Council's committees. In consideration of CPRC's current terms of reference which includes consideration of policies related to teaching and learning and academic standards, the Office of the University Secretary recommends the following approval path for any Policies or Procedures that require major amendments:
    - o **Deliberative Body:** Curriculum and Program Review Committee
    - o **Approval Authority:** Academic Council

CONSULTATION:
- Revised policy instruments were 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 substantive amendments before they are brought to Academic Council for approval.

NEXT STEPS:
- Curriculum and Program Review Committee will consider the substantive amendments to Undergraduate Academic Regulations and provide a recommendation to Academic Council. Those amendments will then be brought to Academic Council to seek approval.
- The Academic Regulations in the Undergraduate Academic Calendar will be amended to match the language approved by Academic Council and all editorial amendments.

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
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
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	• 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	• Request for grade reappraisal (informal, formal, non-academic) • Request for a review of academic standing
Policy – Graduation and Conferral of Degrees	• Residency requirements • Time limits • Conferral of degrees • Graduation with distinction • Graduation notwithstanding a deficiency • Second Degrees
Policy – Course Selection and Registration	• 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	• Academic Conduct • Academic Misconduct • Professional Unsuitability • Disciplinary Sanctions • Allegations of Academic Misconduct or Professional Unsuitability
Procedure – Academic Misconduct and Professional Unsuitability	• 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	• Eligibility for appeal • Status during an appeal

Procedure – Academic Appeal	• Grounds for an appeal • Process for submitting an appeal