Major changes to programs of study will be presented to the Program Proposal Review Committee (PPRC) for review and recommendation for approval. Major changes must be approved by June 15th or 15 months prior to the academic term effective date. Exceptions require approval by the VPA. For example, changes submitted by June 2021 will be implemented for Fall 2022 and subsequent Winter/Summer semesters. See [CAFE website](https://durhamcollege.ca/cafe/academic-quality/program-review-and-renewal/program-change/) for further details.

|  |  |
| --- | --- |
| Program Title/OCAS Code: |  |
| MTCU Code/APS Code: |  |
| Credential: |  |
| School: |  |
| Program Intakes: | [e.g.: F,W,S] |
| Dean: |  |
| Proposed Effective Date: | [September 2022] |
| Proposed Effective cohort date | [ie. 202243] |

|  |  |  |  |
| --- | --- | --- | --- |
| **PPRC Meeting Date:** | |  | |
|  | |  | |
| **Check box for Program Change type(s)** | |  | |
| program title modification  change to admission requirements  change to # of course credits (resulting in change to # of semesters)  changes to program of study (e.g. total # of courses, # of hours of delivery, # of semesters)  changes to delivery method (e.g. compressed, fast-track, intake, adding multiple online/ hybrid courses)  changes to program learning outcomes (PLOs)  change to work integrated learning experience (e.g. placement/practicum, research project,  co-op)  Other: | | Provide summary and description of proposed program change: | |
| **Program Change Rationale** | |  | |
| Describe the reason(s) that brought about the need for proposed major changes to the program (e.g. updated program standards). | |  | |
| List and provide all accompanying documents that ***describe the changes*** and ***support the*** ***reason(s)*** for the change. | | e.g. Program of Study, program maps, PAC decisions, Focus Group reports, Program Review recommendations, etc. | |
| **Impact on curriculum** | |  | |
| Are the program learning outcomes and essential employability outcomes still being met?  Have you completed a curriculum map? If so, please attach. | |  | |
| **Impact on transferability** | |  | |
| What is the impact for students transferring within Durham College?  What’s the impact for students transferring outside of Durham College?  Do the changes align with similar programs offered at other colleges?  Do these changes affect current articulation agreement, pathway options, or external partnerships? | |  | |
| **Impact on students** | |  | |
| Do the changes affect current, in-stream students and/or new cohort only?  How will students be informed of the changes?  What strategies have been put in place to help students manage the changes? (if necessary) | |  | |
| **Impact on operating budgets** | |  | |
| Are there budget implications as a result of the changes, such as human resources (staff/faculty)?  Are there implications for student support service departments? (SALS, Financial Aid, Food Services)  What strategies have been put in place to manage these implications/requirements?  Are there requirements for the Library? | | If so, please describe and show plan; | |
| **Impact on capital space and equipment** | |  | |
| Do the changes affect general purpose space and/or specialized space?  Are there renovations to existing space required?  Are there new space requirements?  Do the changes require new equipment purchases? | | If so, please describe and show plan; | |
| **Impact on other Schools** | |  | |
| Does this program have any shared courses or shared space with other schools?  Is this program shared with other Schools?   * Interdisciplinary Studies (GenEd/Comms) * Professional and Part-time Learning * other   Do the changes affect other school’s delivery? How?  Have the proposed changes been discussed with other schools? | | If so, please describe and show plan; | |
| **Impact on other college departments, checkbox for planning (attach additional documentation if required)** | | | |
| Communications and Marketing  Website changes  Program card changes  Other  Coop Office  Coop Form  New Program of Study  Other  Admissions and Recruitment  Website changes  Other | Space  Classroom  Lab  Other  Budget/Finance  Capital  Staffing  Other  Human Resources  Hire needed  Other | | Student Information Systems  POS Changes  Other  C.A.F.E.  PLOR  Other  Scheduling  OSAP  Library |

**Signatures:**

|  |  |  |
| --- | --- | --- |
| Executive/Associate Dean Name: | Signature | Date |
| Vice-President, Academic: | Signature | Date |
| Director, Reporting & Student Information Systems: | Signature | Date |
| Internal Review:   * Board of Governors |  | Final decision by VPA: |
| External Review/Approval:   * Credential Validation Services (CVS) * Ministry of Colleges and Universities (MCU) |  | Final decision by VPA: |