

Guide to Program Changes

This document provides important information about the program change process at DC.

Please make note of required submission dates and levels of approval required for each type of change. The submission deadline dates are the date that final approval must be made in the system, so planning for adequate time for review and the various approvals will be essential to ensuring the proposed change(s) is/are able to be processed and implemented on time.

Direct questions or requests for support to Jared Button, manager, Academic Quality (jared.button@durhamcollege.ca).

IMPORTANT:

- Changes marked with an asterisk (*) may require external review and/or approvals. See end of chart for detailed information.
- Changes that impact courses/programs delivered by Professional & Part-time Learning (PPL) require consultation with and signature from the Executive Dean, PPL, prior to submission of the change request to CTL.
- Changes that impact courses delivered by Liberal Studies (LS) [course codes: COMM, GNED, breadth, INDG] require consultation with and signature from the Executive/Associate Dean, LS, prior to submission of the change request to CTL.

SUBMISSION DEADLINE DATES			
Institutional Timeline	Target Semester for Implementation		
	Fall	Winter	Spring/Summer
1 semester prior to implementation	June 1 st	October 1 st	February 1 st
2 semesters prior to implementation	February 1 st	May 1 st	October 1 st
1 academic year/cohort* prior to implementation	October 1 st of year prior	February 1 st of year prior	May 1 st of year prior
18 months prior to implementation	March 1 st of year prior	July 1 st of year prior	November 1 st of year prior

* Cohort refers to an intake. For some programs, each academic year may have three cohorts: fall, winter and spring. POS' should not be changed for a cohort *after* the start of their program; therefore, changes will be required to be requested ahead of the start of the next cohort per the submission deadline dates.

Contacts

CTL – Jared Button, Manager, Academic Quality (jared.button@durhamcollege.ca)

PPL and LS – Nora Simpson, Executive Dean (nora.simpson@durhamcollege.ca)

Unsure of who to connect with? academicquality@durhamcollege.ca

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LEVEL 1 CHANGES TO CURRICULUM

Executive Deans should be made aware of all changes.

Type of Change		Institutional Timelines	Consultation	Approval
1.1	Essential employability skills	1 semester prior to implementation	CTL Program Coordinator	Associate Dean
1.2	Course learning outcomes - minor revision for currency or correction (e.g., spelling, grammar)			
1.3	Learning plan in course outline			
1.4	Evaluation plan			
1.5	Course descriptions			
1.6	Course learning outcomes - substantial revision to content or intent (e.g., verb, overall outcome)			
1.7	New course development in existing programs or for GNED, breadth or COMM	May 1 st for upcoming year		
1.8	Course resources (e.g., textbook, digital applications, etc.)			

LEVEL 2 CHANGES TO CURRICULUM

Type of Change		Institutional Timelines	Consultation	Approval
2.1	Course code	1 semester prior to implementation	CTL Program Coordinator	Associate Dean
2.2	PLAR requirements			
2.3	Grading mode (P/F ↔ alphanumeric)	2 semesters prior to implementation	Manager, Academic Quality	Executive Dean
2.4	Course name			
2.5	Course equivalencies			
2.6	Addition of or change to laptop or kit requirements	June 1 st one year prior to implementation		

LEVEL 3 CHANGES TO CURRICULUM

Type of Change		Institutional Timelines	Consultation	Approval
3.1	Conversion from online to F2F or asynch ↔ synch	2 semesters prior to implementation (per scheduling timelines)	CTL Program Coordinator	Associate Dean Executive Dean
3.3	Conversion from F2F to online <i>CTL consult/support required for online development</i>			
3.4	Redistribution of course hours/delivery pattern (e.g., 2 hr lect + 1 hr lab ↔ 1hr lect + 2 hr lab)			
3.5	Repositioning a course in the POS	1 academic year/cohort prior to implementation		Faculty Academic Committee
3.6	Pre- and co-requisites: addition, deletion, change			
3.7	Course deletion, replacement or substitution			
3.8	Course credits or hours*			

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LEVEL 4 CHANGES TO CURRICULUM

It is advisable to consider and proceed with Level 4 changes only after CPR or to meet accreditation or other external requirements.

Type of Change		Institutional Timelines	Consultation	Approval
4.1	Minimum course passing grade	1 semester prior to implementation	CTL Program Coordinator **EL	Associate Dean Executive Dean Faculty Academic Committee PPRC VPA&S Manager, Academic Quality
4.2	Addition or elimination of program delivery modality*	2 semesters prior to implementation		
4.3	Promotion or graduation requirements	1 academic year/cohort prior to implementation		
4.4	Adjusting number of semesters or overall program length <i>(option for non-degrees only) *</i>			
4.5	Addition, deletion or change to program pathways*			
4.6	Introduction or deletion of experiential learning opportunities (non-co-op) **			
4.7	Program learning outcomes* <i>Advisable to consider only after CPR.</i>			
4.8	Introduction or deletion of experiential learning opportunities (co-op)**	18 months prior to implementation		
4.9	Admissions requirements	May 1 st of the year prior to implementation		
4.10	Program title*			
4.11	Program description*			
4.12	Program hours – overall substantial change*			
4.13	Program cancellations or suspensions*	As relevant		

NOTES:

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***CHANGES REQUIRING EXTERNAL REVIEW AND APPROVAL**

Some changes may require review and approval from accrediting bodies or licensing agencies. It is the responsibility of the program and Academic Faculty to be aware of this and follow appropriate policies and procedures. CTL is available to provide support as required.

It is advisable that these changes receive endorsement from the Program Advisory Committee (PAC).

Type of Change	External Involvement / Approvals
Program learning outcomes	CVS PEQAB (<i>Degrees Only</i>) MCU
Program cancellation / permanent suspension	Board of Governors MCU
Adjusting number of semesters or overall program length (<i>option for non-degrees only</i>)	CVS MCU Accrediting body
Program title	CVS PEQAB (<i>Degrees Only</i>) MCU
Course credits or hours resulting in change in program hours	May Require: CVS MCU
Addition, deletion, or change to program pathways (in or out)	PEQAB (<i>Degrees Only</i>)
Introduction or deletion of experiential learning opportunities	CVS MCU PEQAB (<i>Degrees Only</i>)
Addition or elimination of program delivery modality (e.g., flex, fast track)	MCU

Abbreviations:

CTL – Centre for Teaching and Learning
 CVS – Credential Validation Service
 EL – Experiential Learning
 LS – Liberal Studies
 MCU – Ministry of Colleges and Universities
 PEQAB – Post-Secondary Quality Assurance Board
 PPL – Professional and Part-time Learning