

COLLEGE POLICY

POLICY TYPE:	Academic
POLICY TITLE:	Program Change
POLICY NO.:	ACAD-124
RESPONSIBILITY:	Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	June 2016
REVISED DATE(S):	
REVIEW DATE:	June 2019

1. Introduction

From both a quality assurance and academic integrity perspective, it is important for Durham College to develop, and implement documented program change processes. This will ensure that changes to a program, both minor and major, are vetted and approved and that program learning outcomes, course learning outcomes and essential employability skills are still being met. Program changes may be necessary due to external factors, such as changing industry needs and/or expectations, regulatory and/or accrediting body standards or guidelines. Changes to programs of study affect many functional areas of the college, and may have significant impact on a student's academic experience. This policy and associated procedure will provide guidance and instruction for implementing program changes in a structured and transparent manner.

2. Purpose

It is understood that academic schools must review and revise course curricula and programs of study to ensure programs are current, relevant and meet students' and employers' expectations and needs. The purpose of this policy is to provide all relevant college departments with a formal set of guidelines for the implementation of both minor and major program changes.

3. Definitions

3.1. Minor changes

Minor changes refers to changes to programs of study that will not significantly impact students enrolled in current or future years of study or the learning outcomes of the program, but may have a minor impact on course titles, credits, pre-requisites, co-requisites, course sequencing and/or a course delivery method.

3.2. Major changes

Major changes refers to changes to programs of study that will impact students entering or re-entering the program in future years and may include one or more of the following:

- A significant financial impact to the college or the student;
- A potential impact on marketing and recruitment initiatives;
- A direct impact on program admission requirements;
- A significant change in program delivery method (e.g. online, hybrid, compressed, fast-track);
- An increase or decrease in course or program hours or courses resulting in additional or fewer semesters;
- A program title modification;
- Changes to program learning outcomes;
- The credential awarded (will result in new program – New Program Development policy and procedure);
- Changes to the program resulting from new/updated program standards as issued by the Ministry of Training, Colleges and Universities.

4. Policy statements

- 4.1. Minor and major changes to programs must be approved, as per the process detailed above, by June 15th or 15 months prior to the academic term that the changes are to come into effect. It is understood that there may be circumstances where changes will need to be implemented with a shorter timeframe and these will be managed on an individual basis.
- 4.2. Minor and major changes to programs must first be approved by the academic executive dean/associate dean and then submitted to and approved by the Manager, Program Review and Renewal.
- 4.3. Major program changes must be presented by the academic executive dean/associate dean to the Program Proposal Review Committee (PPRC), approved by the vice-president, Academic, and may require additional approval by the Durham College Board of Governors and/or re-submission to the Ontario College Quality Assurance Services Credential Validation Services (CVS) unit, and the Ministry of Training, Colleges and Universities.
- 4.4. Once approved a program changes must be submitted to Strategic Enrolment Services. This will ensure:
 - Changes can be effectively communicated to all college stakeholders;
 - Individuals are aware of the program of study at the time of application; and
 - Printed material and information posted on the website is accurate;

- 4.5. In general, the program of study assigned to a student upon admission will be the one followed through to graduation.
- 4.6. Approved program changes will take effect beginning with the students entering into the first semester of the program. Existing curriculum versions will be followed by students in-stream.

5. Accessibility for Ontarians with Disabilities Act (AODA) considerations

AODA standards have been considered in the development of this policy and it adheres to the principles outlined in the AODA standards and the college's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

6. Roles and responsibilities

- 6.1. It is the responsibility of the vice-president, Academic to ensure that the Program Change policy is fully implemented.
- 6.2. A detailed description of the roles and responsibilities relating to this policy is provided in the Program Change procedure.

7. Non-compliance implications

Non-compliance with this policy, and/or any timelines associated with compliance, may result in financial implications and/or potentially cause damage to the college's reputation.

8. Communications plan

A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE. A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

9. Related policies, procedures and directives

- Durham College Course Outlines Policy (ACAD-108) and Procedure (ACAD-108.1)
- Durham College Curriculum Development Policy (ACAD-102) and Procedure (ACAD-102.1)
- Durham College Graduation Policy (Admin-209) and Procedure (Admin-209.1)
- Durham College New Program Development Policy (ACAD-104) and Procedure (ACAD-104.1)
- Durham College Program Change Procedure (ACAD-124.1)
- Durham College Program Learning Outcomes Policy (ACAD-120) and Procedure (ACAD-120.1)
- Durham College Program Proposal Review Committee (PPRC) Terms of Reference
- Durham College Program Review and Renewal Policy (ACAD-105) and Procedure (ACAD-105.1)

- Minister's Binding Policy Directives