

TYPE:	Academic
TITLE:	Program Change
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 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 and procedure 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

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Minor and major changes to programs must be approved, as per the process detailed below, 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 (MTCU).
- 4.4. Once approved, a program change 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. Procedure

5.1. Minor program changes

- 5.1.1. The Executive Dean/Associate Dean will approve the minor change requests that may result from:
 - Faculty/program team recommendations;
 - Program Advisory Committee (PAC) meeting recommendations;
 - An annual or comprehensive program review;
 - Changes in accreditation standards/requirements; and/or
 - Updated/new MTCU Program Standards.
- 5.1.2. The Executive Dean/Associate Dean will approve and submit minor changes made to courses or a program of study using the Minor Program of Study Change Form to the Manager, Program Review and Renewal.
- 5.1.3. If supported, the Vice-President, Academic will sign the Minor Program of Study Change Form.

- 5.1.4. The Manager, Program Review and Renewal will advise the Executive Dean/Associate Dean and Program Proposal Review Committee (PPRC) members of the Vice-President, Academic's decisions and recommendations.
- 5.1.5. The Manager, Program Review and Renewal will submit all approved Minor Program of Study Change forms to the Director, Reporting and Student Information Systems for updating to the student information system. Once all changes have been made, the director will notify and provide all related program change documents to the following internal departments in order to effect required changes and system updates:
- School Office
 - Student Recruitment and Admission Services
 - Enrolment Services
 - Communications and Marketing
 - Financial Aid and Awards
 - IT Services
 - Facilities and Scheduling
 - Office of Research Services, Innovation and Entrepreneurship (ORSIE)
 - Centre for Academic and Faculty Enrichment (CAFE).
- 5.1.6. Minor 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 and will require approval by the Vice-President, Academic.

5.2. Major program changes

- 5.2.1. The Executive Dean/Associate Dean will consider major change requests that may result from:
- Faculty/program team recommendations;
 - PAC meeting recommendations;
 - An annual or comprehensive program review;
 - Changes in accreditation standards/requirements; and/or
 - Updated/new MTCU Program Standards.

5.2.2. The Executive Dean/Associate Dean will initiate discussions with the Manager, Program Review and Renewal to establish a date to present the major change proposal to the Program Proposal Review Committee.

5.2.3. The Executive Dean/Associate Dean will complete the Major Program Change Request Form and include all supporting documentation as rationale for the change request and submit to the chair of the PPRC.

Supporting documentation can include:

- Revised Program of Study (POS) using the Minor Program of Study Change Form;
- PAC minutes/recommendations; and/or
- Course descriptions.

5.2.4. The PPRC will provide a recommendation to the Vice-President, Academic via the Manager, Program Review and Renewal. If approved, the Vice-President, Academic will determine if the changes need to be presented to the Board of Governors, Ontario College Quality Assurance Services Credential Validation Services (CVS) unit, and the Ministry of Training, Colleges and Universities. If so, the Manager, Program Review and Renewal will complete the required documentation as necessary.

5.2.5. In the event that the PPRC does not recommend approval to the Vice-President, Academic, the Executive Dean may choose to appeal the recommendations/decisions to the Vice-President, Academic.

5.2.6. The Manager, Program Review and Renewal will advise the Executive Dean/Associate Dean and PPRC members of the Vice-President, Academic's decisions and recommendations (if applicable).

5.2.7. The Manager, Program Review and Renewal will advise Ontario College Quality Assurance Services and MTCU of major program changes as directed by the Vice-President, Academic.

5.2.8. Major changes to programs must be approved, 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 and will require approval by the Vice-President, Academic.

6. Roles and responsibilities

- 6.1. It is the responsibility of the Vice-President, Academic to ensure this policy and procedure is fully implemented.
- 6.2. It is the responsibility of Strategic Enrolment Services to ensure compliance with the appropriate Minister's Binding Policy Directives.
- 6.3. It is the responsibility of each departmental lead to ensure the directives outlined in this policy and procedure are fully implemented. It is also their responsibility to ensure that internal processes are operationalized.
- 6.4. It is the responsibility of the Executive Dean to communicate any changes, in consultation with Communications and Marketing and the Office of Strategic Enrolment Service to students and employees.

7. Accessibility for Ontarians with Disabilities Act considerations

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

8. 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.

9. 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.

10. Related forms, legislation or external resources

- Minister's Binding Policy Directives