

| | |
|------------------------------------|---|
| Procedure # | AC101P1 |
| Related Policy Name & # | Curriculum Change # AC101 |
| Approved by: | Vice President, Academic |
| Approval Date: | September 20, 2013 |
| Replaces Procedure Dated: | #0158 – Oct 12, 2005, June 15, 2012 |
| Administrative Contact(s): | Dean, Program Planning, Development and Renewal/Registrar |
| Review Date: | June 2018 |

Curriculum Change Procedure

Purpose:

This procedure establishes guidelines for changes to course or program curriculum in compliance with the requirements of the Ministry of Training, Colleges and Universities' (MTCU) Binding Policy Directive, *Framework for Programs of Instruction* and/or other Ministry requirements.

This document is available in alternate format on request.

Definitions:

Curriculum Change includes:

- a) *Course Changes* - changes to the course title, hours of delivery, credits, pre-requisites, co-requisites, course sequence or semester.
- b) *Program Changes* - changes to program title, number of semesters, number of program hours, number of program credits, revisions to program outcomes or focus, as well as new or amendments to field placements, work semesters or practicum assignments.

Procedures:

The following steps must be followed for curriculum changes to appear in the Student Record System for purposes of registration, calendar production and graduation audits.

Step 1

Complete a Curriculum Change Form. Included on this form will be the change details as well as the rationale for the change and the impact of the change on new and in-course students. Forms must be approved by the Dean, or Associate Dean of the School.

Step 2

Submit the Curriculum Change Form, approved by the Dean, or Associate Dean of the School, along with any necessary supporting documentation to the College Program Planning, Development and Renewal Department. Forms must be submitted by June 15 of

one calendar year for classroom implementation beginning with the Fall semester of the following calendar (i.e. 15 months in advance).

Step 3

The College Program Planning, Development and Renewal Department will review the requested change(s) against the following change criteria:

- a) Ensure the change(s) is made within the appropriate timeframe.
- b) Ensure any pre-requisites, co-requisites and equivalencies are addressed.
- c) Ensure the curriculum and course change(s) meet the requirements of the *Framework for Programs of Instruction (commonly referred to as the Credentials Framework)*.
- d) Ensure consistency in terms of course names, credits and delivery hours.
- e) Identify courses that appear to be duplicate or similar to other courses.
- f) Identify changes which will have a financial or resource impact on the school.
- g) Identify substantive curriculum changes which will require review and approval by the Credential Validation Service and/or MTCU.

The College Program Planning, Development and Renewal Department representative will discuss any concerns with the Dean of the School or his/her designate.

Step 4

If change criteria have been met, the College Program Planning, Development and Renewal Department will approve the change(s) and communicate the approval to the Dean of the school; **or**

If the College Program Planning, Development and Renewal Department deem that the changes requested do not meet curriculum change policy criteria, and the School recommends that an exception to curriculum change policy be considered, the School will submit the proposed changes and rationale to the Vice President, Academic and request authorization for an exception to the normal policy requirements. The Vice President, Academic will review the requested changes.

Step 5

Depending on the impact of a **Program** change and the requirements of the MTCU, representatives from the Academic School and the College Program Planning, Development and Renewal Department will present the proposed changes to the Board of Governors and the Curriculum Validation Service for approval.

Step 6

Following approval by the College Program Planning, Development and Renewal Department or the Vice President, Academic, the approved Curriculum Change Form will be forwarded to the Office of the Registrar where the change(s) will be entered into the Student Record System. The Office of the Registrar will notify the school that the change(s) have been finalized and forward the change(s) to the Corporate Communications and Marketing Department for inclusion in the appropriate publications.

References:

Ministry of Training, Colleges and Universities' Binding Policy Directive, *Framework for Programs of Instruction*

Curriculum Change Policy

Appendix:

Curriculum Change Form