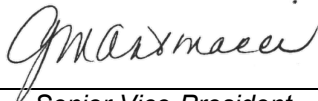


Procedure #:	<i>TBD</i>
Related Policy Name & #:	<i>Program and Course Change Policy</i>
Approved by:	<i>Gina Antonacci</i>
Approval Date:	<i>December 13, 2021</i>
Policy Holder Signature:	
Policy Holder:	<i>Senior Vice-President Academic</i>
Replaces Procedure Dated:	<i>September 30, 2013</i>
Admin. Contact(s):	<i>Associate Vice-President Academic</i>
Review Date:	<i>December 2026</i>

PROGRAM AND COURSE CHANGE PROCEDURE

Purpose:

This procedure outlines the Humber College Institute of Technology & Advanced Learning's (hereafter referred to as "Humber" or "the College") program and course change process for all Ministry approved credentials in compliance with the requirements of the Ministry of Colleges and Universities Binding Policy Directive, Framework for Programs of Instruction and other Ministry requirements.

Definitions:

For the purposes of this policy the following definitions apply:

Academic Pathway Schedule of Study Form: Change request form used to create or revise a block transfer schedule of study for degree completion requirements for specific diploma graduates.

Course Changes: changes to the course including but not limited to changes to: course title, description, hours of delivery, credits, grading, delivery mode, pre-requisites, requisites, addition or deletion of a course and other attributes as required.

CVS: Credentials Validation Service

Ministry: To denote the provincial Ministry(ies) responsible for Colleges and Universities. At the time of writing, this is the Ministry of Colleges and Universities and additionally for Apprenticeship the Ministry of Labour, Training and Skills Development.

PEQAB: Postsecondary Quality Assessment Board

Program Changes: changes to the schedule of study including but not limited to changes to: program name, course sequencing, duration, campus, pathways, number of semesters, number of program credits or total hours, program learning outcomes, experiential learning including work integrated learning.

Procedures:

1. For program and course changes to reflect in the Office of the Registrar's program information management systems, the following steps must be followed:
 - 1.1. Consult with PPDR to discuss the nature of the change request and ensure correct timelines and forms are being used as indicated in the Program Change Matrix as well as alignment with Ministry requirements.
 - 1.2. Complete the required change request forms as found on the Program Planning Development and Renewal website including all required details for the change request and the rationale for the change request. All forms must be approved by the Senior Dean or Associate Dean and be submitted with supporting documentation including program maps and an updated Academic Pathway Schedule of Study Form.
 - 1.3. Submit the completed form to Program Planning, Development and Renewal for validation within the timelines indicated on the Program Change Matrix. Forms must be accompanied by the updated program map and pathways impacted as a result of the change request.
2. The Program Planning, Development and Renewal Department will review the requested change(s) to determine if the following criteria are met:
 - 2.1. Requests are made within the appropriate timeframe.
 - 2.2. Pre-requisites, co-requisites and equivalencies are addressed.
 - 2.3. Curriculum and course change(s) meet the requirements of the Framework for Programs of Instruction.
 - 2.4. Consistency and redundancy of course names, credits and delivery hours are considered.
 - 2.5. Financial or resource impacts need to be flagged.
 - 2.6. Substantive curriculum changes require review and approval by the PAC, SEM, BOG, CVS, PEQAB and/or MCU as indicated in the Program Change Matrix.
3. If the change request does not meet the above criteria, PPDR will return the request and identify how it does not meet the criteria to the Associate Dean.
4. If the change request meets the above criteria, PPDR will send the request to the Office of the Registrar for entry into the college's program information management systems.

5. If the change request does not meet the criteria in 4 and the Senior Dean wishes to recommend that an exception to curriculum change policy be considered, the Senior Dean will submit the proposed changes and rationale to the Vice President, Academic and request authorization for an exception to the normal policy requirements. The Senior Vice President, Academic will review the requested changes.
6. The Office of the Registrar will notify the Faculty that the change(s) have been finalized and forward the change(s) to Marketing and Communications for inclusion in the appropriate publications.

References:

Ministry of Training, Colleges and Universities. (2004). *Colleges of Applied Arts and Technology Policy Framework: Admissions Criteria*.
<http://www.tcu.gov.on.ca/pepg/documents/AdmissionsPolicy.pdf>

Ontario College Quality Assurance Service. (2021). *Credential Validation Service*.
<https://www.ocqas.org/credentials-validation-service/>

Ontario College Quality Assurance Service. (2021). *The Credential Validation Service (CVS) Handbook for New Program Submissions and Program Modifications*.
https://www.ocqas.org/wp-content/uploads/2021/03/Handbook-The-Credential-Validation-Service_v8_Final_Feb17_2021.pdf

Ontario Ministry of Colleges and Universities (2018, December 14). *Ontario Qualifications Framework*. <http://www.tcu.gov.on.ca/pepg/programs/oqf/>

Ontario Ministry of Colleges and Universities. (2019, December 27). *Minister's Binding Policy Directives, and Operating Procedures*.
<http://www.tcu.gov.on.ca/pepg/audiences/colleges/>

Postsecondary Education Quality and Assessment Board. (n.d.). *Manuals*.
<http://www.peqab.ca/handbooks.html>

Related Documents:

Program Inventory Form
Course Inventory Form
Schedule of Study Form
Academic Pathway Schedule of Study/Block Transfer Form
Program Advisory Committee Motion Template
Program Change Matrix

This document is available in alternate format on request.