**PROGRAM MODIFICATION AND REINSTATEMENT PROCESS**

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|  | NATURE OF CHANGE | APPROVALS PROCESS |
| **ASSOCIATE DEAN** | **SEM Quality SUB-COMMITTEE** | **PROGRAM AREA** | **ACADEMIC QUALITY DEPARTMENT** | **SEM/MEG** | **BOARD OF GOVERNORS** | **CVS** | **MTCU** |
| 1 | **NAME CHANGE (determined by College)**(Refer to CVS guidelines2) | Develop explanation and objective evidence supporting change | Recommendation for moving to next levels for approval, including requirements for implementation | Associate Dean consults1 with Program Quality, Marketing, Institutional Research andProgram Advisory Committee (PAC) | Lead the development and completion of CVS documentsand MTCU documents, as appropriate | SEM/MEG Approval of request | No activity  | CVS Application and Validation  | MTCU Application, as required, and submit for information and approval  |
| 2 | **NAME CHANGE or PROGRAM STANDARDS CHANGE (mandated by MTCU)** | No activity | SEM advised of MTCU mandated changes by Program Quality | Associate Dean …Works with Program Quality to determine compliance date for applying new standards  | Prepares letter for President’s signature and submission to Ministry  | Approve recommendation  | No activity | Re-validation as necessary  | Signed letter submitted for information. No further action required.  |
| 3 | **CONTENT and/or DURATION CHANGE**(If beyond normal POS changes as per POS revised policy, refer to CVS guidelines3 and/orMTCU guidelines4) | Associate Dean …provide explanation and objective evidence supporting change  | Recommended for moving to next level for approval, including requirements for implementation | Associate Deanconsults1 with Program Quality, Institutional Research, Finance and Registrar | Works with Associate Dean to draft management report (for duration change ONLY) as per BOG template; financials, employer and student demand ARE required.Completion of CVS documentsCompletion of MTCU documents, as appropriate | SEM Approval of Management Report | No activity  | CVS Application and Approval | MTCU Application, as required, and Approval |
| 4 | **DELIVERY CHANGE**(e.g. F2F, hybrid, online, addition / removal of Co-op, intensive, accelerated, etc.; refer to MTCU guidelines4) | Associate Dean …provide briefing note with explanation and objective evidence supporting change | Recommendation for moving to next levels for approval, including requirements for implementation | Associate Deanconsults1 with Program Quality, Institutional Research, Finance and Registrar | Works with Associate Dean to draft management report as per BOG template; financials, employer and student demand ARE required. | SEM Approval of Management Report | No activity  | No activity | MTCU Application, as required, and Approval |
| 5 | **NEW STREAM** (To existing program with different POS) | Associate Dean …provide briefing note with explanation and objective evidence supporting change | Recommendation for moving to next levels for approval, including requirements for implementation | Associate Deanconsults1 with Program Quality, Institutional Research, Finance and Registrar.  | No immediate activity  | SEM/MEG Approval of Management Report | No activity  | No activity | No activity |
| 6 | **REINSTATEMENT**(Programs with an intake suspension of 3 or more years) | Associate Dean …Consultation1 with Program Quality, Institutional Research, Finance and Registrar  | Recommendation for moving to next levels for approval, including requirements for implementation | Works with Academic Quality and CTL to remap program requirements  | Ensures compliance to Ministry regulations  | SEM/MEG Approval  | Board Approval  | RE-Validation as necessary  | Ministry approval l as necessary  |
| 7 | **ENROLMENT CHANGE** (increase or decrease in enrolment greater than 10 or new intake / campus) | Associate Dean completes change request form and send to SEM  | Recommendation for moving to next levels for approval, including requirements for implementation | Dean presents change form for discussion with Registrar’s Office  | No activity  | SEM Approval  | No activity | No activity | No activity |

1. Consultation with Program Quality, Institutional Research, Finance and Registrar includes the following services: (a) Program Quality: assistance with completion of Management Report, program outcomes, curriculum development and mapping to outcomes, completion of CVS and MTCU documents; (b) Institutional Research/Academic Quality: competitive curriculum research, market research on student demand or labour market analysis ; (c) Finance: development of financial projections; (d) Registrar: advice on program admission requirements.
2. In cases where a college wishes to change the approved title of a program, this change or modification of title will need to be validated by the CVS, as the approval of titling falls within its mandate. (Source: CVS)
3. If Content Change affects the program description and/or learning outcomes, CVS approval required; MTCU approval required if program categorization (family/code) affected by proposed change. (Source: CVS)
4. A change in the program delivery method of 25% or more (e.g. hours, balance between lecture vs clinical vs lab) is to be reported to MTCU via an updated Program Delivery Information application, as per following advice from MTCU:

*“Although technically any changes should be reported to us (MTCU), in practice the general rule of thumb we use here is that a change in the program delivery method of 25% or more should be reported to us.  For example, if a program has 200 classroom hours and 50 lab hours, and the total hours increase to 300, we should be informed. Also, if the delivery method changes (if it goes from 50 lab hours to 50 clinical placement hours) then we should also be informed. The rationale is that this change could impact the funding decision, and we need to ensure that the assigned funding is still appropriate. The general rule of thumb is that labs are funded more heavily than classroom hours, and small group tutorial or clinical hours are funded even more heavily. (Source: MTCU, Oct. 26/10)*