



**Appendix A  
Approvals Chart for Program and Course Changes**

<b>Level 1 Changes</b>		
<b>Types of Changes</b>	<b>Approval</b>	<b>Timelines</b>
Changes to program title and/or learning outcomes as a result of MTCU Program Standards Renewal.	Associate Dean	
Repositioning of a course within the program of studies (provided no impact on program learning outcomes)		
New Course or Deletion of Course within the program of studies		
Introduction or deletion of thesis or capstone project		
Changes to course name, effective term, essential employability skills		
Changes to course description (as long as focus remains the same)		
Changes to course learning outcomes (as long as overall program curriculum meets program standards)		
Changes to course prerequisites or equivalencies		
Changes to evaluation plan, textbooks and learning plan		
PLAR changes (challenge process)		
Delivery method change (e.g. F2F, hybrid, online)		
<b>Level 2 Changes</b>		
<b>Types of Changes</b>	<b>Approval</b>	<b>Timelines</b>
General Education or other elective course exclusions	Dean	
Change to course credits or hours		
Change to program duration that requires re-submission to approving bodies		
<b>Level 3 Changes</b>		
<b>Types of Changes</b>	<b>Approval</b>	<b>Timelines</b>
New program pathways (e.g. block transfer agreements)	VPA and/or SEM (BoG and CVS/MTCU if applicable)	
New Program, program stream or program suspension		
Merger of two or more programs or program streams		
Change to program title, description or learning outcomes, except those as a result of MTCU Program Standards renewal		
Introduction or removal of work experience, co-op, internship or portfolio		
Changes to admission, promotion, graduation or GPA requirements		