

TYPE:	Academic
TITLE:	Program Change – Quality Assurance
NO.:	ACAD-124
RESPONSIBILITY:	Executive Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	November 2023
REVISED DATE(S):	
REVIEW DATE:	November 2026

1. Introduction

Durham College (DC) delivers quality academic programs that meet employer and societal needs as well as student demand. Changes to programs may be influenced by factors such as government guidelines and directives, emerging industry trends, student, faculty and external stakeholder feedback, evolving pedagogy and instructional methodologies, accreditation standards, industry requirements, program review recommendations and available resources.

2. Purpose

The purpose of this policy and procedure is to provide for the implementation of both minor and major program changes, ensuring they are structured, appropriate and transparent.

3. Definitions

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

4. Policy statements

4.1. DC is committed to academic excellence. The process used to manage program changes adheres to the college's quality assurance measures and best practices.

4.2. All changes made to programs comply with the following, as appropriate:

- College Quality Assurance Audit Process (CQAAP)
- Credential Validation Service (CVS) Program Descriptions
- Minister's Binding Policy Directive, Framework for Programs of Instruction
- Ministry of Colleges and Universities (MCU) Program Standards
- Ontario Qualifications Framework (OQF)
- Postsecondary Education Quality Assessment Board (PEQAB)
- Skilled Trades Ontario (STO) training standards
- Standards, requirements and benchmarks required from the Ontario

College Quality Assurance Service (OCQAS)

- 4.3. Program changes align with DC's Strategic Mandate Agreement, Strategic Plan, Business Plan, Academic Plan, and where applicable, professional accreditations, industry standards or certifications.
- 4.4. Changes to programs of study will not compromise the overall achievement of program learning outcomes or essential employability skills.
- 4.5. Major and minor program changes may result from one or more of the following:
 - Faculty/program team recommendations
 - Program Advisory Committee (PAC) recommendations
 - Student feedback
 - Employer feedback
 - Cyclical program review
 - Changes in accreditation or regulatory standards/requirements
 - New or updated MCU program standards
 - New or updated CVS program descriptions
 - Other internal or external requirements
- 4.6. Typically, students will follow the program of study assigned upon admission. In most cases, subsequent changes to a program of study will apply only to students entering the first semester of a program and not to students in-stream.

5. Procedure

- 5.1. Minor program changes
 - 5.1.1. Minor program of study changes will be documented on the Minor Program of Study Change Form, approved by the appropriate Executive Dean/Dean/Associate Dean and submitted to the Manager, Academic Quality Assurance.
 - 5.1.2. Minor program of study changes are approved by the Executive Vice-President, Academic (EVPA), or designate.
 - 5.1.3. The Manager, Academic Quality Assurance communicates the EVPA's decisions and recommendations to the Executive Dean/Dean/Associate Dean and Program Coordinator. The Program Proposal Review Committee (PPRC) is notified of minor program of study changes for informational purposes.

5.1.4. The Manager, Academic Quality Assurance submits all approved Minor Program of Study Change forms to the Office of the Registrar (RO) for entry into the student information system. Once all changes have been entered, the Manager, Academic Quality Assurance, notifies and provides all related program change documents to the following College stakeholders in order to effect system updates:

- Academic Faculty office(s)
- Admission Services
- Communications and Marketing (Recruitment)
- Financial Aid and Awards
- IT Services
- Facilities
- Scheduling
- RO
- Office of Research Services, Innovation and Entrepreneurship (ORSIE)
- Centre for Teaching and Learning (CTL)

5.1.5. Minor changes to programs of study must be approved prior to the start of the launch of the course(s) in which the changes come into effect. Where changes need to be implemented within a shorter timeframe, they will be evaluated and managed on an individual basis and require approval by the EVPA.

5.2. Major program changes

5.2.1. The Executive Dean/Dean/Associate Dean or designate initiates discussions with the Manager, Academic Quality Assurance to establish a date to present the major program change proposal to the PPRC.

5.2.2. The Executive Dean/Dean/Associate Dean or designate completes the Major Program Change Request Form, including supporting documentation, and submits the proposal to the Manager, Academic Quality Assurance for review and referral to the Chair of PPRC. Supporting documentation may include:

- Revised Program of Study using the Major Program of Study Change Form
- PAC minutes/recommendations
- Course descriptions
- Program team minutes
- Comprehensive Program Review Recommendations
- Program standards
- CVS documentation

- 5.2.3. The PPRC provides a recommendation to the EVPA via the Manager, Academic Quality Assurance. The Manager, Academic Quality Assurance will coordinate and submit documentation of major program changes that may require additional approvals.
- 5.2.4. The Manager, Academic Quality Assurance submits all approved Major Program of Study Change forms to the RO for entry into the student information system. Once all changes have been entered, the Manager, Academic Quality Assurance, notifies and provides all related program change documents to the following College stakeholders in order to effect system updates:
- Academic Faculty office(s)
 - Admission Services
 - Communications and Marketing (Recruitment)
 - Financial Aid and Awards
 - IT Services
 - Facilities
 - Scheduling
 - RO
 - ORSIE
 - CTL
- 5.2.5. Proposed changes that the PPRC does not recommend for approval will be noted to the EVPA, by the Manager, Academic Quality Assurance.
- 5.2.6. Major program changes must be approved 15 months prior to the academic term that the changes are to come into effect. Where changes need to be implemented within a shorter timeframe, they will be managed on an individual basis and require approval by the EVPA.

6. Roles and responsibilities

- 6.1. It is the responsibility of the EVPA to ensure this policy and procedure is fully implemented.
- 6.2. It is the responsibility of RO to ensure compliance with the appropriate Minister's Binding Policy Directives.
- 6.3. It is the responsibility of each Faculty and departmental manager 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/Dean/Associate Dean or designate to communicate any changes to students and employees, in consultation with Communications and Marketing and the RO.

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 Multi-Year Accessibility Plan.

8. Non-compliance implications

Non-compliance with this policy, and/or any timelines associated with compliance, may undermine the value of credentials conferred by DC, result in financial implications and/or potentially cause damage to the College's reputation.

9. Related forms, legislation or external resources

- Major Program of Study Change Form
- Minister's Binding Policy Directives
- Minor Program of Study Change Form