

PROGRAM CHANGE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Academic
Parent Policy:	Program Management and Advisory Committee Policy
Approval Date:	December 27, 2020
Effective Date:	January 1, 2021
Procedure Owner:	Vice President, Learner Experience
Procedure Administrator:	Senior Manager, Registrar

Overview:

NorQuest College (college) reviews approved programs of study, annually, in order to maintain the accuracy and currency of the program contents. Program information is published on an annual basis in the college Viewbook, Academic Calendar and on the NorQuest website.

The purpose of this procedure is to define major and minor program changes, outline the annual process for collecting and confirming the information, and to identify the related roles and responsibilities.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

The submission and collection of changes to credit programs is part of the annual Academic Calendar production process. To maintain consistency in all publications, changes to credit programs for the upcoming academic year will not be permitted after the specified submission deadline.

Major Program Changes include:

- Program name
- Program specializations
- Program admission requirements (academic and non-academic)
- Adding or deleting course(s) within a program architecture
- Total course instructional hours
- Course components (lecture; lab; practicum; other)
- Course credit weight
- Program credit load
- Program graduation (credential) requirements
- Program progression requirements
- Multiple minor changes combined may require a major change

Requests for major program changes must be proposed and submitted to Academic Council for approval. Changes may require approval by Alberta Advanced Education and will require consultation with Program Development and Senior Academic Leadership Team (SALT). Program Development will support submissions to Academic Council and change proposals to Advanced Education. Once approved, Academic Council notifies the Office of the Registrar of the decision.

Minor Program Changes include:

- Change in career potential
- Change in transferability/laddering opportunities
- Change in additional certification
- Change in program overview
- Change in program accreditation
- Changes to practicum or clinical requirements
- Update course description
- Update course title
- Addition or deletion of requisites
- Change to minimum pass grade

Requests for minor program changes do not require Academic Council approval and may be submitted directly to the Office of the Registrar. The Office of the Registrar will provide the academic leadership team with an overview of the minor changes for informational purposes.

Responsibility and Authority

Program Areas of the college are responsible for conducting an annual review and submitting requests for major or minor program changes to Academic Council. All program areas are accountable for the accuracy and currency of their credit programs.

Academic Council assesses submitted requests for major program changes with consultation with the Program Development Department, the Office of the Registrar, and any other applicable area pertaining to the request.

The Office of the Registrar is responsible for processing and maintaining all program changes annually.

The Program Development department is responsible for submitting program change proposals to Advanced Education for approval and for maintaining the official program record with the Ministry in Provider and Program Registry System (PAPRS). Program change proposals must be submitted to the Ministry a minimum of four (4) months prior to the effective date.

Definitions:

Academic Calendar: an annual publication of academic regulations, academic dates, programs of study, and course descriptions. The NorQuest College website is the official source of Academic Calendar information.

Academic Council: a council, in compliance with the *Alberta Post-Secondary Learning Act*, which has the authority to approve major changes to current credit programs of study or courses in alignment with the College Strategic Plan.

Academic Year: the twelve-month period from July 1 to June 30.

Approved Program of Study: certificate, diploma or other credentialed programs approved by Alberta Advanced Education.

Graduation (credential) requirements: academic requirements that must be met in order for students to graduate from their

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

program and receive the credential.

Progression requirements: academic requirements that must be met in order for students to progress in their program.

Upcoming Academic Year: the academic year immediately following the current academic year.

- [Academic Council Terms of Reference](#)
- [Major Program Changes Business Process](#)
- [Program Management and Advisory Committee Policy](#)
- [Post-Secondary Learning Act](#)

June 2024

April 2017: new

August 2019: Compliance Office template & reorganization update

December 2020: updated

April 2021: retired Program Management and Academic Operations Committee Policy and replaced with Program Management and Advisory Committee Policy, updated this procedure accordingly.