A. Background and Definitions

Program delivery information forms the basis for program funding approvals and OSAP eligibility. College may modify the length of a program, hours of delivery and instructional settings as programs are reviewed and revitalized.

Admit Term: The term in which a student applied and was admitted into a program/plan.

Course Curriculum: The content/material taught and learning outcomes of a course.

Enrolment Requisites: An enrolment requisite requirement specifies the course list and practices (e.g. minimum GPA, number of credits etc.) that a student must have satisfied at the time of enrolment in a given course. Enrolment requisites are expressed as:
   a) Prerequisites and co-requisites or related equivalencies;
   b) Attached to a given course, and;
   c) As of an effective term

Major Modifications to Existing Programs: Major modifications are changes to courses, curriculum and program of instruction design that affect overall program requirements. They may include, but are not restricted to:
   a) Program standards or vocational outcomes
   b) Admission requirements
   c) Program continuation, progression, bridging or graduation requirements
   d) Significant changes in program delivery (e.g. online, common core, co-op, practica, internship, enterprise learning, compressed offering, required spring/summer or capstone experience)
   e) Program name
   f) Program duration
   g) Total contact hours
   h) New program intake term
   i) Campus change
   j) The faculty/staff complement engaged in delivery of the program
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k) Essential resources, where these changes impair the delivery, course learning outcomes, teaching and assessment methods (affecting in excess of 30% of the program curriculum)
l) Creation of a joint program offering with another postsecondary institution
m) Program suspension, merger or closure

Minor Modifications to Existing Programs: Minor modifications are changes to courses, curriculum and programs of instruction design that do not affect the overall program requirements. They may include, but are not restricted to:

a) Sequencing of courses within various levels of a POI
b) Course titles
c) Course descriptions
d) Modifications to existing elective group lists that do not affect the overall hours for a POI
e) Course design, mode of delivery, course learning outcomes, teaching and assessment methods
f) Essential employability skills
g) Required teaching and learning resources
h) Pre-, co- or anti-requisite updates
i) Prior Learning Assessment Recognition approval standards

Program of Instruction (POI): A group of related courses leading to a degree, diploma, certificate, or other document awarded by the Board of Governors. The POI identifies the list of courses a student must complete to graduate in a program/plan. A POI must be specified for each academic entry year, since course lists may change (e.g. to meet currency needs). The particular version applied to any student is based on their Requirement Term.

Program Descriptions: Include a program purpose, program outcomes, and in some cases, an indication of admission requirements.

Program Standards: The published provincial standard for each postsecondary program includes the following components:

a) Vocational Standard: the career-specific learning outcomes which apply to the program in question, including the elements of performance
b) Essential Employability Skills Standard: general learning outcomes in areas such as written and verbal communications, math, computer literacy, teamwork and decision-making which apply to all programs of similar length, and

c) General Education Standard: the requirement for a variety of general education courses to broaden the scope of career-oriented college programs and benefit students in terms of personal growth and enrichment, informed citizenship and working life.

Requirement Term (RQT): Identifies the program of instruction version, with related course enrolment requisites and policies that a student must satisfy to enroll and graduate. The RQT is used in academic advisement as well as in enrolment requisites to determine effective dates of requisites.

B. Purpose

Niagara College is committed to assuring that its programs meet and exceed standards and expectations for quality and relevance. At the core of this commitment is a requirement for continuous review, updating and improvement of the curriculum for each program.

C. Policy Statements

1. Modifications in programs of instruction and curriculum require support from, and impact on, many areas of the College. The affected areas may include, but are not limited to, service divisions, faculty, scheduling, information technology services, marketing, facilities management, libraries, etc.

2. The President, Academic is responsible to the President for the success and integrity of the College’s postsecondary academic offerings.

3. Recommendations for program and curriculum modifications are based upon an analysis of information from any of the following sources:
   a) Recommendations from faculty who teach courses in the program;
   b) Feedback on program quality and relevance from sources such as; program review, student comments and Key Performance Indicator (KPI) survey results, curriculum committee reports, retention statistics, KPI graduation rate results, graduate
comments, employer comments, and advice from Program Advisory Committees and industry experts;

c) Requirements of appropriate accrediting associations;

d) Program Standard updates issued by the Ministry of Colleges and Universities (MCU);

e) Program Description; and/or

f) Pertinent labour market information on changing skills requirements, employment demands, and KPI information on graduate results.

4. Cross divisional consultation to determine course objectives and ensure quality of the program, must occur prior to modifications of courses delivered in other academic divisions.

5. All major modifications to MCU approved programs and other postsecondary programs, including program name, require the approval of the Academic Affairs and Strategic Enrolment Committee.

6. Given that program delivery information forms the basis for program funding approvals and OSAP eligibility, the College must notify and seek approval from the MCU for modifications in the following circumstances:

   a) Changes to the program learning outcomes, resulting in a change of a minimum of 25% of the learning outcomes;

   b) Changes to the program learning outcomes resulting in a greater or lesser degree of specialization such that a distinct program is created;

   c) Changes to the program learning outcomes resulting in a program that no longer meets Ministry program standards;

   d) The total length of the program increases or decreases by a minimum of 25%; or

   e) The instructional setting of the program are modified by a minimum of 25%.

7. Major modifications to degree programs may affect ministerial consent and require consultation with partner institutions, where applicable, and approval from the Postsecondary Education Quality Assessment Board.
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D. Related Documents

Program Modification Process Guideline
Program Modification Application

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
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<tbody>
<tr>
<td>August 24, 2016</td>
<td>Approval process revised</td>
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<tr>
<td></td>
<td>Separation of policy &amp; procedure,</td>
</tr>
<tr>
<td>December 10, 2020</td>
<td>Updates to job titles, committees and Ministry name</td>
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