

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	February 5, 2025
Effective date	February 5, 2025
Procedure owner	Vice President, Enrolment and Communications
Procedure administrator	Manager, Registrar

Overview

NorQuest College (College) values transparency with our learners. This procedure ensures changes to program, progression, and graduation requirements are documented annually. This procedure outlines approval timelines to ensure learners can plan, prepare, and adjust to program changes. The 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 and on the NorQuest website (Academic Calendar).

The purpose of this procedure is to define major and minor program changes, outline the annual approval processes, 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.

Procedure

The submission and collection of changes to credit programs is part of the annual Academic Calendar production process. To maintain the accuracy and currency of program content in all publications, and support planning for learners, major program changes to credit programs must be approved by April 30 for the following academic year (e.g., approval by April 30, 2026 for July 1, 2027). Minor changes to credit programs must be submitted to the Registrar by April 30 for July 1 of the same year.

Exceptions to these timelines include issues of non-compliance or extreme risk based on changes to legislation or accrediting body requirements, or significant operational impacts. Exceptions must be approved by the Dean, Research & Academic Innovation and the Registrar.

Level 1: Minor Program Changes include:

- Career potential
- Course code
- Course description
- Course title
- Eligibility for additional certification(s) after graduation
- Practicum or clinical requirements
- Program accreditation
- Program overview or description
- Transferability/laddering opportunities

The Program Chair will submit minor program changes directly to the Registrar by April 30th for the upcoming academic year. The Registrar will review and confirm operationalization of the changes. The Registrar will provide a copy of the changes to Program Development and an overview to the academic leadership team, for information.

Level 2: Major Program Changes (Internal Approval Only):

- Addition, suspension or inactivation of course(s) within a program architecture (no change in total program credit load)
- Addition or deletion of requisites
- Course components (lecture/lab/WIL/practicum lengths, hours or credit weighting)
- Grading scheme (letter, %, P/F)
- Minimum pass grade
- Program admission requirements (academic, non-academic, ELP)
- Program graduation (credential) requirements
- Program progression requirements
- Multiple minor changes combined may require a major change

Level 3: Major Program Changes (Internal & External approval) include:

- New program architecture and/or program credit load
- Program length (shortening or expanding terms and/or instructional hours)
- Program name
- Program reactivation (after a suspension)
- Program suspension or termination

Requests for Level 2 and 3 major program changes must be submitted to Program Development who upon review will indicate readiness for Program and Curriculum Subcommittee consultation. The Program and Curriculum Subcommittee will provide a report to the Registrar and Deans' Council. The Registrar will review and provide confirmation of operationalization to Program Development. Deans' Council reviews the changes and recommends approval to Academic Council. For Level 2 changes only, Academic Council approves and provides a report to the Registrar. Program Development notifies the Program Chair.

For Level 3 changes only, Academic Council will recommend consent approval to Executive Team. Executive Team will provide a report to Program Development. Program Development will support the Programs' submissions to Advanced Education.

Responsibility and Authority

Program Areas of the college are responsible for conducting annual program reviews. Program Chairs are responsible for submitting minor program change requests to the Registrar and major program change requests to Program Development. Program Development is responsible for assessing major program changes in collaboration with the Program and Curriculum Subcommittee. All program areas are accountable for the accuracy and currency of their credit programs.

Academic Council has the authority to approve all Level 2 major program change requests, per the Academic Council Terms of Reference. Academic Council provides a report of Level 2 changes to Executive Team. Academic Council recommends for consent approval all Level 3 major changes to Executive Team. Executive Team provides a report to the Registrar.

The Registrar is responsible for the review, confirmation, and operationalization of all major and minor program change requests. The Registrar is responsible for processing and maintaining all program changes annually.

Program and Curriculum Subcommittee is responsible for reviewing major program changes with Program Development prior to submission to the Registrar and recommending the major changes to Deans' Council.

Deans' Council is responsible for reviewing and recommending major program changes recommended by Program and Curriculum subcommittee to Academic Council.

Program Development is responsible for submitting Level 3 major 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 approved by the Ministry a minimum of seventeen (17) months prior to the effective date of the proposed change

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 Level 2 major changes and recommends consent approval for Level 3 major changes to Executive Team 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.

Deans' Council: provides academic leadership for teaching and learning across all faculties and recommends major program and policy changes to Academic Council.

Graduation (credential) requirements: academic requirements that must be met in order for students to graduate from their program and receive the credential.

Program and Curriculum Subcommittee: consists of cross-college members and recommends major program changes to Deans' Council.

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.

Related information

NorQuest College

- [Academic Council Terms of Reference](#)
- [Program Management and Advisory Committee Policy](#)

External

- [Post-Secondary Learning Act](#)

Next review date

February 2029

Revision history

Date	Version Number	Action
April 2017	V1	New
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update
December 2020	V3 (published as V1-C)	updated
April 2021	V4 (published as V2)	Retired Program Management and Academic Operations Committee Policy and replaced with Program Management and Advisory Committee Policy, updated this procedure accordingly
February 2025	V5	Updated levels of change, reviews and approvals and aligned with Advanced Education timelines.