

Academic Program Modification Procedures

Procedure Statement

Program modifications are guided by feedback from industry and/or community stakeholders and program reviews to ensure program currency and relevancy. Modifications are classified as minor or major, based on anticipated impact to student experience and outcomes and the levels of internal and external approvals required.

Minor modifications do not impact the overall program intent, outcomes or focus. The following fall within the scope of minor modifications:

- changes to program narrative information (program description or student/employment opportunities)
- minor updates to program learning outcomes or objectives that do not impact the program's overall intent or focus
- changes to program curriculum or delivery mode that impact less than 25 per cent of the overall program hours
- changes to course titles, codes, prerequisites, corequisites, descriptions or sequencing that impact the overall program
- changes to program titles to comply with ministry program standards
- changes to transfer pathways or agreements
- changes to delivery campus for non-degree programs
- introduction or deletion of optional work-integrated-learning experiences for non-degree programs

Major modifications are significant changes to the program of instruction that impact overall program intent, outcomes, focus, or work-integrated learning activities. The following fall within the scope of major modifications:

- revising program objectives and learning outcomes that alters the program's overall intent or focus
- revising the program of instruction to align with a different ministry funding code
- change to the program title that is not ministry-initiated
- changes to program curriculum or delivery mode that impact more than 25% of the overall program hours.
- significant changes to delivery or new delivery of a mandatory work-integrated learning experience to an existing program
- change of duration of a program by 25% of the overall program hours

- change to delivery campus for degree programs

Minor modifications require the academic Chair and Dean's approval and are reported periodically to the Vice-President Academic. Major modifications require the endorsement of the Program Advisory Committee and may require the approval of the Senior Executive Committee, Board of Governors, the ministry, and/or quality assurance, or regulatory bodies.

Program Standard updates initiated by the ministry must be completed according to the ministry guidelines and timelines. They can fall under minor or major program modifications depending on the level of change required.

Course-level curriculum modifications that do not impact the overall program do not need to undergo the modification process and can be approved by the academic Chair (e.g., individual changes to course titles or descriptions, updates to course outcomes that still align with program outcomes, changes to teaching topics or assessment strategies).

Procedures

1. Minor Program Modifications

1.1 Minor program modifications are identified as a result of program review or other academic or external processes (e.g., program advisory committee feedback, formal student feedback, program health review, accreditation review, program alignment activities).

1.2 Requests for minor program modifications may be provided to the Chair by program faculty, staff or administration and will be led by the Chair.

1.3 Proposed minor program modifications that are not directly an outcome of the annual or summative review will require additional documented evidence or consultation for the proposed changes.

1.4 Documented evidence or consultation supporting the proposed changes will be required before a request for a minor program modification is reviewed.

1.5 Additional justification may be required for multiple minor modifications in one semester or across consecutive semesters.

1.6 The program team initiating the modification will be responsible for the following considerations:

- Any change in curriculum or delivery should not impact student achievement of the program objectives or learning outcomes for minor program modifications. For proposed modifications to curriculum or delivery, a re-mapping of the course outcomes and assessments to program outcomes will be required.
- Changes that impact other academic, student or administrative support areas, or those that affect internal or external transfer agreements, will be discussed with the appropriate persons before submitting a request for a minor program modification
- Changes that impact course prerequisites will be clearly documented. ▫

1.7 Program faculty, academic and student support staff or administrators will complete a request for a minor program modification and submit it to Program Quality for feedback, ensuring that essential internal and external stakeholders are consulted, and 1.6 is considered.

1.8 Program Quality will provide feedback for consideration, and a revised request will be submitted to the academic Chair and Dean for approval.

1.9 Minor program modifications will be completed and submitted according to the timelines defined by Seneca's academic, student and administrative support areas to allow for timely communication and implementation of program changes.

1.10 Modification requests submitted outside of the defined timelines may not be implemented until the following academic semester or year.

1.11 A report of completed minor program modifications will be provided to the Vice-President, Academic, each semester.

1.12 Academic program areas will communicate approved modifications to the appropriate stakeholders in a timely manner (e.g., other academic schools/faculties, program advisory committees, student advisory groups, Work-Integrated Learning, the Registrar's Office, Marketing & Communications, Academic Pathways, external bodies).

2. Major Program Modifications

2.1 Major program modifications will be identified as a result of program review, or other academic or external processes (e.g., program advisory committee feedback, formal student feedback, program health review, accreditation review, program alignment activities).

2.2 Requests for major program modifications may be identified to the Chair by program faculty, academic and student support staff or administrators and will be led by the Chair.

2.3 Proposed major program modifications that are not directly an outcome of annual or summative review will require additional documented evidence or consultation for the proposed changes.

2.4 Documented evidence or consultation supporting the proposed changes will be required before a request for a major program modification is reviewed.

2.5 The program team initiating the modification will be responsible for the following considerations:

- Changes that impact the program's main focus, the intent of the learning outcomes, the primary mode of delivery, a field of study or title will be reviewed with relevant stakeholders prior to beginning the modification approval process. Additional justification of the major modification may be required to meet external requirements
- Changes that impact the program learning outcomes, curriculum content or delivery will require a re-mapping of the course outcomes and assessments to program outcomes to be included
- Changes that impact other academic, student or administrative support areas, or those that impact internal or external transfer agreements, will be discussed with the appropriate persons prior to submitting a request for a major program modification
- Changes that impact course prerequisites will be clearly documented.

2.6 Program faculty, academic and student support staff or administrators will complete a request for a major program modification, ensuring that 2.5 is considered, and submit to Program Quality for feedback.

2.7 Program Quality will provide feedback for consideration. A revised request will then be submitted to the academic Chair and Dean for approval.

2.8 Depending on the nature of the major program modification, the request may be submitted to the Deans' Committee, Senior Executive Committee, and Board of Governors for internal approval.

2.9 Depending on the nature of the major program modification, the request may be submitted to the ministry, external quality assurance and/or regulatory body for external approval.

2.10 Major program modifications will be implemented according to the timelines defined by Seneca's academic, student, and administrative support areas to allow for appropriate and timely communication and execution of program changes.

2.11 Modifications approved outside of the defined timelines may not be implemented until the following academic semester or year.

2.12 Academic program areas will communicate approved major program modifications to the appropriate stakeholders in a timely manner (e.g., other academic areas, program advisory committees, student advisory groups, Work-Integrated Learning, the Registrar's Office, Marketing & Communications, Academic Pathways, Faculty of Continuing Education and Training, external bodies).

Related Policies/Procedures

Academic Program Review and Modification Policy

Academic Program Review Procedure

Related Materials

[Postsecondary Education Quality Assessment Board \(PEQAB\) website](#)

[Ontario College Quality Assurance Service \(OCQAS\) website](#)