MOHAWK
COLLEGE OF APPLIED ARTS AND TECHNOLOGY

CORPORATE PROCEDURE

PROCEDURE NUMBER: ACP552

PROCEDURE TITLE: Program of Studies

OWNER: Registrar

APPROVED BY: Senior Leadership Team
Forthcoming – Consultation with Mohawk College Council

EFFECTIVE: December 17, 2008

REFERENCE:

LINKS TO OTHER PROCEDURES/POLICY:

BACKGROUND

A Program of Studies (POS) is an official list of all the required courses embracing all semesters of levels of an approved diploma or certificate program, successful completion of which leads to a Diploma or Certificate. Consistent processes are required for development and maintenance of definitive Programs of Studies for full-time and part-time diploma and certificate programs.

PROCEDURES

Development of the POS

1. The process for a POS for all active and approved diploma programs, based on current data, will be initiated by the Academic Data Officer (ADO).He/she has responsibility for development and maintenance of the POS and for all course data.

2. The POS will be circulated to Program and Course Associate Deans, with the appropriate course master listing, procedures and deadlines.

3. The Program Associate Dean will develop a POS for the next intake of first year students in consultation with the course Associate Dean who is responsible for the delivery of service courses. The Program Associate Dean is responsible for recommending approval of the POS.

4.   The POS will be reviewed on an annual basis. In consultation with the Program Associate Dean, Course Associate Deans will make course changes relating to the POS as it pertains to their area of expertise at the time of the annual review.

       Approved POS information is published in the annual College Calendar; however this information is superseded by updates presented on the College web site.

5.   The POS will be returned to the ADO with appropriate approvals. The ADO will be authorized to make changes to the POS.

6.   The ADO will verify course data information stored on the computer with the information provided on the POS.

7.   The ADO will consult with the appropriate Program and Course Associate Deans as required.

8.   The ADO will be responsible for retaining central files for all POS and changes. He/she will monitor the cumulative effects of the changes and inform the Program and Course Associate Deans.

9.   When a student's POS is in question, the ADO will provide the current POS, and the student POS (referred to as the student's benchmark POS) for consideration by the Program Associate Dean.

10.   For a program review, the ADO will provide the Program and Course Associate Deans with the current POS. Associate Deans will be responsible for supplying all appropriate course data for the forthcoming intake of students.

11.   The POS will be prepared, submitted and approved at least eight (8) months before a new intake of students.

12.   The POS will remain constant for a one-year period, at which time POS review will be undertaken. Flexibility to transfer a course from one semester to another will be respected.

13.   In accordance with the Program Promotion and Graduation Requirements policy, historical deviations will referred or related to the current POS.

Approvals

14.   **Ordinary Changes**
       Ordinary changes refer to amendments which require few or no additional resources. Examples of ordinary changes include:

       ▪ Deletion of an existing course

- Addition of a new course
- Increase/decrease in hours of instruction (The ADO will monitor the cumulative effects of the changes.)
- Change to a course title
- Change in prerequisites or co-requisites.

Following approval, the ADO will arrange distribution; the Program Associate Dean will inform the Program Advisory Committee.

Extraordinary Changes

Extraordinary changes refer to amendments requiring additional resources. Examples of extraordinary changes include:

- Change to program title or scope
- Change to course content which alters the vocational outcomes of the program
- Introduction of an additional component or a new area of specialization to an existing program
- Major changes to semester length of the program

The Program Associate Dean is responsible for recommendation of approval.

The Program Associate Dean will present the POS to the Program Advisory Committee. Then he/she will forward the POS to the academic Vice President for endorsement of the approval.

Following approval, the ADO will arrange distribution of the POS, which will be referred to as the definitive document.

Complete sets of all current POS documents will be available on the Mohawk College website. Historical POS documents can be attained from the ADO.

Maintenance of the POS

15.   The ADO will advise Academic Scheduling when a diploma or certificate course is created or amended. Academic Scheduling is responsible for maintaining files on course information for use by the Registrar's Office.

16.   The ADO will advise the appropriate Associate Dean when a part-time studies diploma or certificate course is created or amended.

17.   The ADO will advise the appropriate part-time studies Associate Dean when a full-time diploma or certificate course is created or amended.

18.   The ADO will ensure that the Course Master is maintained and that it reflects accurate course data as provided by the Associate Deans/Program Managers. All

data pertaining to courses is retained permanently in the "master" source stored on the College network.

19. When a course is created on the Course Master by the ADO, only grades with a numerical value as outlined in the Student Evaluation System will be entered. An "R" grade will not be assigned by the ADO unless written authorization is received from the ADO's supervisor in consultation with the Associate Dean.

REVISION DATE

ATTACHMENTS

SPECIFIC LINKS