Appendix B
Approvals Chart for Program and Course Changes

Consultation with Academic development/curriculum consultant is advised.

Level 1 Changes

Types of Changes	Approval	Timelines
Changes to program title and/or learning outcomes as a result of MCU Program Standards Renewal	Associate Dean	
Repositioning of a course within the program of studies (provided no impact on program learning outcomes)		
New Course or Deletion of Course within the program of studies		
Introduction or deletion of thesis, capstone project, or experiential learning		
Changes to course name, effective term		
Changes to course description (as long as focus remains the same)		
Changes to course learning outcomes (as long as overall program curriculum meets program learning outcomes)		
Changes to course prerequisites or equivalencies that do not directly impact student success and progression		
Changes to evaluation plan, textbooks and learning plan		
PLAR changes (challenge process)		
Delivery method changes at the course level (e.g. F2F, hybrid, online, HyFlex)		

Level 2 Changes

Types of Changes	Approval	Timelines
General Education or other elective course exclusions	Dean	
Change to course credits or hours		
Change to program that requires re-submission to approving bodies		
Alternate grading calculation for a course and/or program	Dean and Dean Academic Development	

Level 3 Changes

Types of Changes	Approval	Timelines
New program pathways (e.g. block transfer agreements)	VPA, Dean Academic Development, and/or PDRC SEM (BoG and CVS/MCU if applicable)	
Delivery mode change for entire program (e.g. F2F, hybrid, online, HyFlex)		
New program, program stream or program suspension		
Merger of two or more programs or program streams		
Change to program title, description or learning outcomes, except those as a result of MCU Program Standards renewal		
Introduction or removal of work integrated learning components		

Changes to admission, promotion, graduation or GPA requirements		