Curriculum Change

Implementation and Approval(s) Matrix and Instructions

January 2026

AQ and AO Collaboration

Minor Curriculum Change Approval and Implementation Matrix

FLEMING

Instructions

Please use this chart on the next page to determine the necessary level of approval for the different types of curriculum change.

These are divided into 3 Tiers;

Tier 1: Changes that require only internal approvals before implementation. Please note that in some cases, only School Dean/Chair approval is required, but for certain types of change, approval is also required from the Dean of Academic Quality.

Tier 2: Changes that require Curriculum Committee approval. Curriculum Committee meets monthly or as needed. Please consult the Academic Quality Office to determine the level of change and to add items to the Curriculum Committee agenda.

Tier 3: Changes that require SMT and BoG approval in order to seek external approvals from CVS and/or MCURES. Please consult the Major Program Change Decision Tree and the Academic Quality Office to determine the precise level of approval needed for major changes.

Timeline for Implementation	Target Semester for Implementation		
	Fall	**Winter**	**Spring/Summer**
Annually, during course outline review	June 30th ⟶		
1 semester prior to implementation	April 1st	August 1st	December 1st
2 semesters prior to implementation	December 1st	April 1st	August 1st
18 months prior to implementation	March 1st of year prior	July 1st of year prior	November 1st of year prior
Approx 6 months for approval, 16 months for implementation	November 1st, two years prior	March 1st, two years prior	July 1st, two years prior
Approx 9 months for approval, 16 months for implementation	August 1st, two years prior	December 1st, two years prior	April 1st, two years prior
Next intake cohort prior to implementation	Cohort refers to an intake. For some programs, each academic year may include Fall, Winter, and Spring cohorts. A Program of Study must not be changed for a cohort once the program has begun; therefore, changes must be requested in advance of the next cohort start, in accordance with the submission deadline dates above.		
System Update Timeline Following final approval of a curriculum change, please allow for a minimum of two (2) weeks for the approved changes to be reflected in college systems. System updates are prioritized based on the term in which the change is scheduled to take effect, with changes required for the upcoming or current term processed ahead of those with later implementation dates. Timelines may vary depending on the complexity of the change and the volume of requests being processed.			

Minor Curriculum Change Approval and Implementation Matrix

FLEMING

		Requires Internal Approval(s) before Implementation		
Tier	**Type of Change**	**Description/Examples**	**Timeline for Implementation**	**Approval Required**
Tier 1	Essential Employability Skills	Updates to EES listed in course outline	Annually, during course outline review	School Chair/Dean
Tier 1	Course Learning Outcomes (Substantial)	Major revision to content or intent of outcomes	Annually, during course outline review	School Chair/Dean
Tier 1	Course Resources	Textbook, digital application, or tool updates	Annually, during course outline review	School Chair/Dean
Tier 1	Laptop/Kit Requirements	Add or change required equipment	Annually, during course outline review	School Chair/Dean
Tier 1	PLAR Requirements	Adding or changing PLAR options	Annually, during course outline review	School Chair/Dean
Tier 1	Course Learning Outcomes (Minor)	Minor corrections for clarity, grammar, or currency	1 semester prior to implementation	School Chair/Dean
Tier 1	Grading Mode	Change between P/F and Alphanumeric	2 semester prior to implementation	School Chair/Dean
Tier 1	Graded Component Change	e.g., from lab to lecture	2 semesters prior to implementation	School Chair/Dean
Tier 1	Section Size	Increase or decrease in section enrolment caps	2 semesters prior to implementation	School Chair/Dean
Tier 1	Room/Scheduling Requirements	Special rooms, daylight hours, unscheduled days	2 semesters prior to implementation	School Chair/Dean
Tier 1	Section Attributes/Delivery Mode Conversion	Changes to scheduling delivery mode (e.g., UNSCHEDULED, TimeRoom, Time)	2 semesters prior to implementation	School Chair/Dean
Tier 1	Semester-Specific Scheduling Comments	e.g., '1249 only: schedule in D1110'	2 semesters prior to implementation	School Chair/Dean
Tier 1	Special Class Format	e.g., Hybrid, Twilight, Front/Back 7	2 semesters prior to implementation	School Chair/Dean
Tier 1	Program of Study Foot Notes	e.g., 'IPD students must choose INDG128'	2 semesters prior to implementation	School Chair/Dean
Tier 1	Program Start/End Dates	Adjustments semester or placement period dates (2 week adjustment)	2 semesters prior to implementation	School Chair/Dean
Tier 1	Course Equivalencies	Add or remove equivalent courses	2 semester prior to implementation	School Chair/Dean
Tier 1	Course Code	Change to course alphanumeric code	2 semesters prior to implementation	Dean, Academic Quality
Tier 1	Course Name	Change to official course title	2 semester prior to implementation	Dean, Academic Quality
Tier 1	Course Repositioning	Move course to a different semester in POS	Next intake cohort prior to implementation	Dean, Academic Quality
Tier 1	Instructional Redistribution	Redistribution of lecture/lab hours that does not change the overall PDI	2 semesters prior to implementation	Dean, Academic Quality
Tier 1	Course Description -	Revisions to catalogue description	1 semester prior to implementation	Dean, Academic Quality
Tier 1	Pre-/Co-requisites	Add, delete, or revise requisites	Next intake cohort prior to implementation	Dean, Academic Quality

		Requires Curriculum Committee Approval(s) before Implementation		
Tier	**Type of Change**	**Description/Examples**	**Timeline for Implementation**	**Approval Required**
Tier 2	Add or Remove Courses	Adding or removing courses from a program POS	Next intake cohort prior to implementation	Curriculum Committee
Tier 2	Course Credits or Hours	Change to assigned course credits or hours	Next intake cohort prior to implementation	Curriculum Committee
Tier 2	Minimum Passing Grade	Changes to the minimum passing grade required for a course	1 semester prior to implementation	Curriculum Committee
Tier 2	Admission Requirements	Change to program entry requirements	May 1st of the year prior to implementation	Curriculum Committee
Tier 2	Course Category	Mandatory, GNED, Mandatory GNED	Next intake cohort prior to implementation	Curriculum Committee
Tier 2	Program Delivery Modality	25% or more changing to the program delivery format (i.e. Online, Hybrid or In Person)	2 semester prior to implementation	Curriculum Committee
Tier 2	Promotion/Graduation Requirements	Change to program-level academic progression	Next intake cohort prior to implementation	Curriculum Committee
Tier 2	Program Pathways	Add, delete, or revise academic pathways	Next intake cohort prior to implementation	Curriculum Committee
Tier 2	Experiential Learning (non-co-op)	Add or remove placements, service learning, etc.	Next intake cohort prior to implementation	Curriculum Committee
Tier 2	Experiential Learning (co-op)	Add or remove co-op components	18 months prior to implementation	Curriculum Committee

		Requires External Approval(s) before Implementation		
Tier	**Type of Change**	**Description/Examples**	**Timeline for Implementation**	**Approval Required**
Tier 3	Program Duration	Change in number of semesters (non-degree)	Approx. 6 months for approval, 16 months for implementation	Curriculum Committee, VPAE, SMT, BoG, MCURES
Tier 3	Program Hours	Substantial change to total program hours	Approx. 6 months for approval, 16 months for implementation	Curriculum Committee, VPAE, SMT, BoG, MCURES
Tier 3	Program Vocational Learning Outcomes (VLO's)	Substantive changes to PLOs	Approx. 6 months for approval, 16 months for implementation	Curriculum Committee, VPAE, SMT, BoG, MCURES
Tier 3	Program Title	Change to official program name	Approx. 6 months for approval, 16 months for implementation	Curriculum Committee, VPAE, SMT, BoG, MCURES