



## Procedure

Procedure Name	<b>Program Information</b>		
Procedure #	IP 2.3	Parent Policy	IP 2.0 Academic Programming
Policy Owner	Board of Governors	Effective Date	December 21, 2015
Procedure Owner	Vice President Academic	Next Review Date	December 2020
Approved by	Vice President Academic	Approval Date	December 21, 2015

### 1.0 Purpose/ Background

NAIT is committed to quality polytechnic education that is relevant, applied, and technology-based. Centralized storage and maintenance of program information ensures accurate reporting, and access to current and historical information used in quality assurance and decision making.

### 2.0 General Principles

All program information is centrally recorded. New programs and program changes must be approved, and when necessary reported to Alberta's Advanced Education ministry before implementation.

### 3.0 Definitions

Term	Definition
Credit Program	A group of related courses that is formally approved by Alberta's Postsecondary Education Ministry and offers an official credential recognized in the Alberta credential framework.
Program management tool	The central repository of NAIT's program level information.
Course management tool	Workflow tool and online form used to collect changes to course catalog information stored in PeopleSoft Campus Solutions.
Major program change	A change that impacts the structure of a program and may require approval from Advanced Education. Some examples of major program changes that require Advanced Education approval include: new courses, course credit changes, program name changes, courses shifting into different terms and changing the number of weeks in a term. Examples of major program changes that do not require Advanced Education approval include: starting courses outside of standard session dates, adding additional

	elective courses, and the number of contact hours for a course (as long as there is no impact to the number of credits).
Minor program change	A change that does not impact program structure and is approved internally. Some examples of minor program changes include; changes to course titles and /or descriptions, changes to pre-requisites, and changes to course component types.
Provider and Program Registry System (PAPRS)	Alberta's Postsecondary Education Ministry's database for collecting, storing and reporting information on programs that are approved and proposed by post-secondary institutions in the province.

## 4.0 Procedures

### 4.1 General

- 4.1.1 Credit program information housed in the program management tool is aligned with PAPRS, and is considered the formal internal source for ministry-approved credit program information at NAIT.
- 4.1.2 Credit program documentation including program mapping reports and visual map diagrams, are submitted to and filed with Program, Pathways and Enrolment Planning (PPEP).
- 4.1.3 Credit program areas are responsible for monitoring program information in other systems, including but not restricted to, the NAIT website and the Alberta Learning Information Systems website, and updating or notifying responsible parties to update inaccurate information.

### 4.2 Major Program Changes

- 4.2.1 Advanced Education must be notified of major program changes as identified in Alberta's Post-Secondary Learning Act (Programs of Study Regulation, 2a).
- 4.2.2 Credit program areas maintain accurate information in the program management tool and will notify PPEP using the Program Addendum Form for all major program changes.
- 4.2.3 Major credit program changes are not implemented until Advanced Education's approval has been received.
- 4.2.4 Deadlines for the submission and approval of major program changes are driven by Advanced Education's requirements and to prepare business processes and systems for student self-enrolment. Credit program areas will submit all major program changes to PPEP according to institutional deadlines.
- 4.2.5 PPEP notifies credit program areas when approval is received and provides information on next steps to implement program changes.

#### **4.3 Minor Program Changes**

- 4.3.1 Minor credit program changes are submitted through the course management tool and processed by the Registrar's Office according to institutional deadlines.
- 4.3.2 Minor course changes that do not impact data in the student administration system can be made to the course outline within approval guidelines established by the School Curriculum Committee. These changes are completed and approved according to published Institutional deadlines.

#### **5.0 Exceptions to the Procedure**

- 5.1 Exceptions to this procedure must be documented and formally approved by the Director – Program, Pathways and Enrolment Planning.  
Procedure exceptions must include:
  - The nature of the exception
  - A reasonable explanation for why the procedure exception is required
  - Confirmation that the exception aligns with the general principles
  - Any risks created by the procedure exception and how they will be managed.

#### **6.0 Related Documentation**

Alberta Post-Secondary Learning Act, Programs of Study Regulation

##### ***Document History***

<i>Date</i>	<i>Action/ Change</i>
July 13, 2020	Removed outdated hyperlinks to program deadline pages