Type:	B – Educational (Senate)	**Last Approved:**	June 6, 2013
Executive Responsibility:	Provost & Vice-President Academic	**Next Review:**	June, 2017
Administrative Responsibility:	Registrar	**Procedure:**	

STATEMENT:

1.   Degree Programs

Vancouver Island University (VIU) has an exemption from submissions to the Degree Quality Assessment Board (DQAB); however, all **major** changes to undergraduate or graduate degree programs must be submitted to the DQAB as per Ministry guidelines. The DQAB will determine whether the change is of sufficient magnitude to be classed as a new program. The change must not be implemented until the DQAB has made this determination and, if deemed a new program, until the appropriate program review has been successfully completed and Ministerial approval has been granted.

What constitutes a major or a minor change is, however, left to the discretion of the institution. The following criteria have therefore been developed to assist Curriculum Committee and others to determine whether proposed program changes are major or minor in nature.

1.1   Significant changes to the goals or objectives as outlined in the approved program proposal signify a major program change.

1.2   Changes, within a calendar year, to the curriculum content or credit value for the majority of the required courses in a program constitute a major program change. This does not include housekeeping changes as defined by the Registrar.

1.3   Significant revision of a program that warrants renaming of the credential is considered a major program change. Credential renaming without curricular changes, although not considered a major change, requires Ministerial approval before implementation.

1.4   All other changes, such as reshuffling the program matrix by moving courses between semesters, moving course objectives between courses, or changing delivery modes, are considered minor program changes. Minor program changes, other than changes to the delivery mode, must be reviewed and recommended for approval by the Curriculum Committee (see Curriculum Committee procedures).

2.   Non-Degree Programs

The same principles as stated above for degree programs apply to non-degree programs. However, all major changes to non-degree programs will be posted online for a 30-day peer review as per Ministry guidelines and do not require review by the Degree Quality Assessment Board or Ministerial approval.

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