

AC107: Program Changes

Policy Title:	Program Changes
Policy Number:	AC107
Owner:	Sr. Vice President Academic
Approved by:	College Executive Team
Effective Date:	September 2022
Reference:	
Links to Other Policy:	SLC Academic Policy Manual

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Program – a group of related courses leading to a diploma, certificate, honours degree or other document awarded by the Board of Governors

Suspended Program – a program into which the college has decided not to admit first year or beginning level students

Cancelled Program – a program the college is no longer offering and in which no students are enrolled

Purpose:

To outline the parameter by which a student may choose to, or are required to, change their status in a program.

Scope:

This policy applies to all programs offered by St. Lawrence College onsite and online.

This policy does not preclude the cancellation of any one semester intake, nor the postponement of a new program launch, if applications for that particular semester intake are insufficient for financial viability.

The policy does not apply to Local Board Certificate programs.

POLICY STATEMENTS

1. Request to change Certificate or Diploma program

Full-time students enrolled in level 1 who wish to enter level 1 of a new program, must contact the Ontario College Application Service (OCAS) and amend their application to add the new program request. New program requests are subject to the admission requirements and selection processes for the programs involved.

Full-Time Students enrolled in level 2 or higher may request consideration for advanced standing into a program beyond semester 1. Students must complete an internal advanced standing application form available through the Academic Office. A fee is required before the application is forwarded to Admissions for processing.

OSAP students must inform the Financial Aid/OSAP office whenever a change is made to their program.

The steps to transfer between programs are outlined in the Program Transfer Chart found in

2. Leaving then returning

Full-time students in good academic standing who discontinue their studies and then wish to return must complete an internal advanced standing application form and pay the processing fee to be considered for re-admission into their program. Re-admission is dependent on the availability of space in their program.

3. Repeating a program

In exceptional circumstances, students may wish to register in a program from which they have graduated previously. Before applying, students should consult with the Program Coordinator and/or Associate Dean regarding the feasibility of registering in the program and to determine if space is available. Students should also consult with Financial Aid to determine if there are any restrictions related to OSAP funding. Students must apply for admission to the program through the Ontario College Application Service.

4. Letter of Permission or Transfer Credit

Students registered at St. Lawrence College may be able enroll at their own expense in courses at another College of Applied Arts and Technology or at a university for

the purpose of gaining transfer credit. It is strongly recommended that students have the course(s) approved by the Dean or Associate Dean of the program prior to enrolling.

5. Status/Course Changes Initiated by the student

Students wanting to change their status in a program (fulltime to part-time or vice versa) or to make any course changes must consult with their Academic School (Kingston) or Student Services (Brockville, Cornwall).

5.1 Full-Time to Part-Time Status

Students seeking to change their status from full-time to part-time in a program must obtain and complete a Full-time Program Withdrawal/Status Change form, available from their Academic School (Kingston) or Student Services (Brockville, Cornwall).

Before changing status from full-time to part-time or withdrawing from a program, students should consult with their Program Coordinator, Student Success Facilitator, or with Student Services. OSAP students must inform the Financial Aid/OSAP office whenever a change is made to their program.

5.2 Part-Time to Full-Time Status

In normal circumstances, approval to change status from part-time to full-time in a program is granted only upon completion of all courses for one or more semesters of the “full-time program.” Such status change requests will only be considered if space is available in the “full-time program.”

6. Program Changes initiated by the College

When changes are made to existing College programs and these changes affect the graduation requirements for that program, students currently active in the program will be notified in writing of the proposed changes and how these changes will affect their requirements for graduation.

Students currently active in the program are defined as those who (a) Are currently registered as a full-time student in that program or (b) Are on an approved leave of absence from that program or (c) Are registered in the program and have earned credit within the past twelve (12) months for one or more courses required for completion of that program and have not yet met all requirements for graduation.

Where program changes are made after publication on the St. Lawrence College website, but before newly admitted students commence their studies, each student will be informed in writing of the changes by the Registrar's Office.

7. Program Cancellation

When a full-time program leading to a degree, diploma, certificate, or statement of achievement is to be phased out, students currently active in the program will be given a specific time frame to complete graduation requirements.

Students will be notified in writing by the Registrar's Office of the outstanding requirements and the time limit for completion of those requirements.

8. Ministry Approved Name

Except as noted in Section 14.2, Recognition Granted, only the "Ministry Approved" program name may be used in all official correspondence and documentation (e.g. letters, transcripts, diplomas, certificates, etc.) and should be the ONLY name used at any other time.

Program name changes are effective September 1st and are applied to the incoming cohort. Students currently enrolled in the program will graduate with the previous program name on their credential.

MONITORING

POLICY REVISION DATE

September 2027

SPECIFIC LINKS

APPENDIX A AND ATTACHMENTS

Appendix A: Program Transfer Chart

