

AC405: FORMAL PROGRAM REVIEW

Policy Title:	Formal Program Review
Policy Number:	AC405
Owner:	Sr. Vice President Academic
Approved by:	College Executive Team
Policy Revision Date:	September 2021
Reference	Quality Assurance on Intranet and folder on the s drive.
Links to Other Policy:	Program Quality Improvement System Policy

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:

External accreditation – the cyclical review of a program based on the requirements of an external regulatory/governance body (e.g., Colleges of Nurses in Ontario, Canadian Association of Schools of Nursing, etc.).

Purpose:

This policy outlines the MCU requirement that all Ontario credential programs at St. Lawrence College engage in a 5-year cyclical ongoing and systematic review renewal process. As part of the SLC Program Quality Improvement System, the Formal Program Review ensures compliance with the MCU Framework for Programs of Instruction, meeting the standards set by College Quality Assurance Audit Process. The Formal Program Review process demonstrates a commitment to providing excellence in academic programming by ensuring the content and delivery of programs continue to be responsive, current, and relevant in meeting student, community, employer, and government needs.

Scope:

This policy applies to all Ontario College Certificate, Diploma, Advanced Diploma, Ontario College Graduate Certificate and Degree programs developed and offered by St. Lawrence College, either directly or through a third party and/or offshore partner.

POLICY STATEMENTS

1. Formal Program Review examines programs against established criteria in order to develop action plans to address identified gaps and to ensure continuous improvement. Changes to programs as a result of recommendations from any or all components of the Formal Program Review will be communicated to all program stakeholders (e.g., students, program team members, program advisory committee members, etc.), implemented in as timely a manner as possible, and resourced in alignment with the College priorities.
2. All credentialed programs at St. Lawrence College will undergo a comprehensive Formal Program Review once every five years in accordance with this policy. Programs subject to external accreditation will complete a modified Formal Program Review that addresses SLC criteria not included in the external accreditation process (es).
3. The Program Review team is to include both internal and external stakeholders and is responsible for providing a formative review of all aspects of the program including: compliance, currency, sustainability, and student and employer satisfaction.
4. In the case of programs offered on more than one campus, more than one mode of delivery, and/or through third-party agreements, a single Formal Program Review team will include representation from all applicable parties, led by one representative from PPDR.
5. The Formal Program Review Process Guidelines, Completion Check List (citing OCQAS standards), and Final Report Template are reviewed and updated, distributed and stored electronically by PPDR on an annual basis.
6. Upon completion of the Formal Program Review and/or External Accreditation, Executive Summaries are presented to:
 - SVPA
 - CET
 - Board of Governors Academic Committee
7. The Formal Program Review Schedule is maintained and reviewed by PPDR taking into consideration the cycle for CAAT Standards review and development schedule. Final determination of programs to review is done in consultation with the Academic Leadership Team.

MONITORING

The Senior Vice President, Academic is responsible for ensuring that the supports required to implement the St. Lawrence College Formal Program Review Policy are in place and are adhered to and that this policy is fully implemented.

NEXT POLICY REVISION DATE

September 2026

SPECIFIC LINKS

APPENDIX A AND ATTACHMENTS

FPR Schedule
CAAT Standards Review
Formal Program Review Process Guidelines Book