

## RRC POLYTECH ACADEMIC AUTHORITIES GRID

The following authorizations are required to implement, revise, temporarily or permanently cease, and reinstate credit programs

**Preamble:** Almost every change decision on the Academic Authorities Grid could lead to a financial or other operational or administrative impact. Good governance and decision-making principles require us to take multiple factors into account and to consult with all RRC Polytech departments that may be impacted by our decisions to make changes to academic programs, be those significant or minor modifications. Academic leaders are responsible for making good decisions on behalf of the whole organization (not just their individual departments) to ensure sustainability in all its forms. Consultation with affected departments (such as Finance, Space Planning, CLPE, Enrolment Services, programs or departments with shared courses, etc.) when making these decisions is not only helpful to decision-making but expected as part of the academic governance process.

Level of Authority	School			Academic		Institutional	Government	Internal	
<i>Program Revision Type</i> <i>R = recommend AI = approve (internal) A = approve</i> <i>E = endorse N = notify</i>	Chair	Associate Dean/ Director of Institute	Dean	Curriculum Committee	Executive Director	Senior Academic Committee	President	Advanced Education, Skills & Immigration	Enrolment Services
<b>New Program of Study</b>									
New credentialed academic program (base-funded)	R	R	R	R	E	AI	E	A	N
New revenue generation program (no base funds)						A			
<b>Significant Modification to an Approved Program of Study* (base-funded)</b> Reference: <i>The Advanced Education Administration Act , Programs of Study Regulation</i>									
Change method of admissions (e.g., First Qualified/First Admitted, competitive)	R	R	R	R	R	E	A (Board)		N
Change program admission requirements	R	R	R	R	R	A			N
Change site or sites, or number of sites where program is offered (not significant if site change is within same city)	R	R	R		R	AI	E	A	N
Change program capacity (in terms of number of seats)**									
Change course or program learning outcomes (≥ 20% annually)***				R					
Change program length; the time reasonably necessary to complete program				R					
Change program name / title / credential				R					
Change program delivery mode--online, in-person, co-op--(significant if > 33% of program courses / credit hours)				R					
Change capital / operating resources for program delivery****									
Change status as a joint program				R					
Cease, temporarily or permanently, or reinstate a program									

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<b>Significant Modification to a Revenue Generating (RG) Program (no base funds)*</b>									
Change site or sites, or number of sites where program is offered (not significant if site change is within same city)	A	N	N		N	N	A (Board)		N
Change program admission requirements	R	R	R	R	R	A			N
Change method of admissions (e.g., FQ/FA, competitive)	R	R	R	R	R	E			N
Change course or program learning outcomes (≥ 20% annually) ***	R	R	R	R	E	A			N
Change program length (> 20% or one term)				R					
Change program name / title / credential				R					
Change program delivery mode--online, in-person, co-op--(significant if > 33% of program courses / credit hours)				R					
Change capital / operating resources for program delivery****									
Change status as a joint program				R					
Cease, temporarily or permanently, or reinstate a program				R					
<b>Minor Revision to Existing Program (&lt; 20% per annum). Originating School to forward changes to Registrar's Office and notify Curriculum Committee.</b>									
Modify term length (to align with credential framework)						A	A		N
Add, remove or combine course(s) from a program	R	R	A	N					
Change program capacity for RG programs (number of seats)	R	A	N	N					
Change number of course sections offered per semester	R	A	N						
Change class size (smaller to larger, vice versa)	R	A	N						
Change distribution of International and domestic students within programs / courses	R	A	N						
Cancel section due to low student numbers	R	A	N						
Re-distribute students to other sections of same course	R	A	N						
Change program learning outcomes (< 20% of program)***	R	A	N	N					
Change course description	R	A	N	N					
Change course learning outcomes < 20% per annum, per course***	R	A	N	N					

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Change course title or course code	R	A	N	N					
Change semester offering of course(s)	R	A	N	N					
Change pre / co / concurrent course requisites	R	A	N	N					
Add, delete or change course delivery mode	R	A	N	N					
Create new micro-credential*****	R	R	A	R					
Create and delete stand-alone courses / workshops / seminars	R	A	N						
<p><b>* Elective courses within an academic program are considered part of an approved program of study. The Academic Authorities Grid applies to both core and elective courses.</b></p> <p><b>** Only if requesting additional funding or a re-allocation of funding for the base-funded program. Increasing capacity within existing budget is at RRC Polytech's discretion.</b></p> <p><b>*** The Academic Authorities Grid applies to program or course learning outcomes changes that are new or altered in meaning or intent that will result in change to the knowledge, skills and abilities of a graduate upon graduation. If these changes exceed 20% per academic year, they are considered a Significant Modification and follow the process outlined above under Significant Modification (base-funded or no base funds). If these changes do not exceed 20% per academic year, they are considered a Minor Revision and follow the process outlined above under Minor Revisions. Revisions to learning outcomes that better or more clearly define expectations or new resources for learning but do not result in change to the knowledge, skills and abilities of a graduate upon graduation do not fall under the AA grid.</b></p> <p><b>**** Any items with budget or tuition fee implications must be approved by the relevant authority. For example, tuition fees must be reviewed by Fee Committee, then recommended to Budget Committee, where a request to the relevant authority is made for approval. All budget, resourcing and capital implications must be approved by the relevant authority in accordance with policies and procedures, which may include Budget Committee or the Board of Governors. Consult with Finance for direction on the relevant approvals required.</b></p> <p><b>***** SAC will be notified semi-annually (January &amp; June) of all new micro-credentials created over the past six-month period.</b></p>									
<b>Definitions</b>									
<p><b>Credit Program:</b> A credit program is a RRC Polytech-approved occupation-specific education or skills-training endeavour that includes evaluating, documenting and formally recording student achievement in the student's permanent record. Every credit program is endowed with a specific title, length, admission requirements, course outlines, credit courses, specified learning outcomes or competencies, credit units, completion requirements and credential. (See Policy A12)</p> <p><b>Credit Course:</b> Planned training that has a defined set of learning outcomes or competencies and evaluation processes. Credit courses are part of applied certificate, certificate, diploma, post-graduate certificate, post-graduate diploma, or degree programs, apprenticeship and professional licensing requirements. (See Policy A12)</p>									
<b>Approved by SAC, June 19, 2020 Version 1</b>									
<b>Approved by SAC, May 25, 2023 Version 2</b>									
<b>Approved by SAC, March 15, 2024 Version 3</b>									