

<b>SUBJECT</b>	<b>Synopsis Procedure</b> New Academic Program Development Policy #A-25
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**PROCEDURE**

This procedure outlines key elements and steps related to Program Synopsis development, approval and change requests.

**Program Synopsis Purpose:**

1. To provide a clearly structured roadmap for all programs offered.
2. A clear and concise Program Synopsis acts as a framework for academic planning, student registration, timetabling, student maps and more.
3. A Program Synopsis provides a meaningful view of requirements as learners move through courses in a program.

**Responsibilities:**

- The Registrar’s office administers a yearly roll over/copy over of programs and all related data in Mid-January for the next academic year.
- The Registrar’s office / Institutional Research is responsible for ensuring the College meets all data related Ministry protocols and standards.
- The Program Synopses are produced, monitored, and approved by the Academic Departments.
- The Senior Vice President of Academics (SVPA) performs final approvals of Program Synopses.

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2024-04-17	NEW	2029-04-17	A-25 Policy	ACADEMIC	1	2

## SUBJECT

## Synopsis Procedure

New Academic Program Development Policy #A-25

### Steps for Program Synopsis Development, Review and Approval:

1. The Registrar 's office administers the yearly roll over/copy over of courses and programs in Mid-January for the next academic year.
2. The Program Assistants verify and update their respective program area synopses.
3. The Coordinators/Faculty/Deans review synopses and discuss potential program synopsis changes.
4. The Deans confirm synopsis updates with Program Assistants.
5. The Program Assistants process the approved changes.
6. The Deans and Coordinators review the final Synopses.
7. The Program Assistants submit the final synopses to the SVPA Office for approval by the deadline date.
8. The SVPA reviews all Program Synopses and flags any concerns. Questions and concerns are redirected to the department Dean.
9. Approved Program Synopses are saved in a shared drive folder.

### Requests to Modify a Synopsis Already Approved or Under SVPA Review:

- The Program Assistant ensures to initially discuss any proposed changes to synopses with the Dean.
- Proposed changes can then be submitted to the SVPA Office.
- The SVPA will review the request and approve or deny as appropriate.

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2024-04-17	NEW	2029-04-17	A-25 Policy	ACADEMIC	2	2