

Policy Title: Program Change Policy

Approved by: Campus Director

Executive(s) Responsible: Director, Student Services/Registrar

Administrator(s) Responsible: Admissions Officer(s), Registration Coordinator(s), Compliance Officer

Revision Date: November 27, 2024

Effective Date: April 13, 2023

Next Review Date: November 27, 2024

Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) is aware of the ever-changing needs and academic interests of students. As such, we are committed to giving students with the opportunity to change their program of study, when possible, and minimizing the obstacles in doing so.

This policy only applies to CCTB students who are enrolled and registered. Incoming students must follow the CCTB Deferment of Enrolment Policy and the CCTB Admissions Policy.

Purpose of the Policy

This policy outlines the process and conditions by which students can submit a request to change their program of study once enrolled in the college.

Policy Statement

Program changes are subject to the availability of seats in the desired program and intake.

The student is held responsible for fulfilling the admissions requirements of the desired program.

The student must be in good academic standing according to the CCTB Academic Standing, Promotion, and Graduation Policy to be approved for a program change.

The deadline for a program change request is on the registration deadline of the original intake in which the student is registered.

Requests made past the program change deadline will be considered a program withdrawal and a reapplication to attend a new intake. The CCTB Deferment of Enrolment Policy and the CCTB Withdrawal Policy will apply in these cases.

The Registrar holds the authority to approve program change requests.

Students whose program change requests have been approved will be charged the most recently published schedule of tuition fees for the approved program including discounts and scholarships.

An additional non-refundable \$250 CAD application fee may be assessed for any program change requests, unless otherwise stated.

1. Program Change Process

Any program change request will follow the steps outlined below:

- 1.1. Students submit their program change request form to the Office of the Registrar.
- 1.2. The Registrar, or designate, will review the program change request form and approve or deny the request. The student will be informed of the decision within five (5) business days of their request.
- 1.3. If the request is approved, the Registrar, or designate, will inform CCTB Admissions for processing.
- 1.4. The student may have to withdraw from the current program and submit a new application to the new program as part of the program change request process.

For students who are withdrawing from their current program, the CCTB Withdrawal Policy and the CCTB Tuition Refund Policy will apply.

- 1.5. New enrolment documents (Letter of Acceptance, Enrolment Contract) for approved program changes will be issued to the student.

2. Program Change Eligibility

The following conditions for program changes apply:

2.1. Program Change Deadlines

The last date for a program change request without financial or academic penalties is on the registration deadline of the original intake in which the student is registered.

Enrolled Program Change Requests past the deadline will be considered a withdrawal from the original program and a new application towards the target program.

2.2. Credential upgrades (e.g., Certificate to Diploma, or Administration to Management streams)

Students may request to upgrade from their current program (i.e., certificate or shorter diploma) to a target program (longer diploma) before the last academic course/module of their current program.

- 2.2.1. Students must meet the admissions criteria of their target program.

2.2.2. The application fee of \$250 CAD may be waived for approved credential upgrades.

2.3. Other program transfers

Students who wish to transfer between programs in the same category (i.e., programs within Business, Hospitality, and Tech) may apply for Transfer Credits to credit courses already taken. The CCTB Prior Learning Assessment and Recognition (PLAR) and Transfer Credit Policy will be applied in these scenarios.

Related Legislation

- Private Training Act

Related Policies

Policy Name	Policy Number
Deferment of Enrolment Policy	
Admissions Policy	
Academic Standing, Promotion, and Graduation Policy	
Withdrawal Policy	
Tuition Refund Policy	
Prior Learning Assessment and Recognition (PLAR) and Transfer Credit Policy	

Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Minor changes for 2025 policy update