

Program Change Policy

Policy ID: TBD

Approved by: Compliance and Registrar

Executive(s) Responsible: Executive Director of Operations and Infrastructure

Administrator(s) Responsible: Academics and Admissions

Revision Date: June 26th, 2023

Effective Date: June 26th, 2023

Next Review Date: June 26th, 2024

Background & Scope

TSoM is committed to assisting students in achieving their academic and career goals, which may require a change in their program of study.

This policy applies to all enrolled students who wish to change their program of study.

Purpose of the Policy

The policy outlines the process and conditions for students who wish to change their program of study.

Policy Statement

1. Program Change Process

Any program change process will involve the following steps:

- i) Students must submit a completed Program Change Request Form to their Academic Manager;
- ii) The Academic Manager will review and approve/deny the submission;
- iii) If approved, the submission (along with a customized academic plan, if applicable) will be sent for processing;
- iv) A new LOA and a contract amendment will be issued. Please allow 5-10 business days for processing time;

- v) Students must sign and submit the contract amendment within five business days of receipt, after which the student will be withdrawn from their current program and enrolled into their new program, upon mandatory signature of updated contract amendment for their new program;
- vi) Students must notify IRCC about the new LOA;
- vii) Any common courses that have been completed will count as transfer credits toward the new program subject approval from Academics; and
- viii) Students will have access to the new program modules in Canvas and the program change will be reflected in the system and the Student Portal.

For any refund inquiries, see the [Fee Refund Policy](#).

2. Program Changes

2.1 Program upgrade

- i. Students must apply for a program change before the half-way point (8th Module as per the schedule of the current program).
- ii. Eligible program upgrades:
 - Diploma in Business Administration to Diploma in Business Management
OR
 - Diploma in Hospitality and Tourism Management to Advanced Diploma in Hospitality and Tourism Management

2.2 Program downgrade

- i. Students must apply for a program change before the half-way point (8th Module as per the schedule of the current program).
- ii. Eligible program downgrades:
 - Diploma in Business Management to Diploma in Business Administration
OR
 - Advanced Diploma in Hospitality and Tourism Management to Diploma in Hospitality and Tourism Management

- iii. A Program Change Fee of \$500 will be charged in addition to other applicable fees.

2.3 Program change with different credentials

- i. There can only be a switch from a Certificate Program to a Diploma Program, not vice versa.
- ii. Students must apply for a program change before the halfway point of their current program;
- iii. Students must meet the admission requirements if the new program contains higher credentials;
- iv. Module exemptions might be available for common courses completed in the current program, subject to approval from Academics.
- v. A Program Change Fee of \$500 will be charged in addition to other applicable fees if approved.

2.4 Program change for other cases

- i. The program change request can be submitted at any point in the program. However, it must be made before the halfway point of the current program for the refund calculation to apply. Please, refer to [Fee Refund Policy](#) for details.
- ii. Module exemptions might be available for common courses completed in the current program, subject to approval from Academics.
- iii. A Program Change Fee of \$500 will be charged in addition to other applicable fees.

Related Legislation

- 1) Immigration and Refugee Protection Act, 2002.
- 2) Private Career Colleges Act, 2005.

Related Policies

Policy Name	Policy Number
Academic Progression Policy	TBD
Fee Refund Policy	TBD
Student Rights and Responsibilities	TBD

Document History

Date	Approval/Review/Key Change(s)
May-June 2023	Revision and reformatting.