**Post-Secondary Education and Labour Market Outcomes**

**The Program Approval Process**

Program approval is an important aspect of government’s oversight of the post-secondary education system, with a view to system coordination and quality assurance. Manitoba’s Programs of Study Regulation was registered and took effect on August 13, 2015, establishing the process by which the department considers new program, significant modification and cessation proposals submitted by universities and colleges for approval.

**When Submission Is Required**

A university or college must complete and submit the proper form when establishing, making a significant modification to or ceasing (temporarily or permanently) a program of study. All proposals must be submitted at least 120 days before the university or college intends to make the change, unless the minister agrees to accept the proposal at a later date.

**Exclusions**

A university or college is not required to submit a program proposal for approval if

1. the program will be, or was, established and provided under an agreement or arrangement that the university or college entered into with another person or entity,
2. the program does not, or did not, lead to the granting of a degree, or
3. the direct costs incurred by the university or college in the delivery of the program will not be, or has not been, paid for using money granted to the university or college by the Government of Manitoba under section 9.1 of *The Education Administration Act*.

Unless capital or operating resources are required, an institution is not required to seek approval to make a change to a minor (or its equivalent), when there is a major (or its equivalent) offered in the same program of study.

**Programs of Study Approval Forms**

The department has developed four distinct forms to be used for the submission of various program proposals; New Program Application, Significant Modification Application, Temporary Cessation Application, and Permanent Cessation Application.

**Financial Forms**

A university or college seeking new program funding or base grant increase as part of a program proposal must complete a Programs of Study Financial Form in addition to the appropriate Program of Study Approval Form. The Financial Form and Program of Study Form should be submitted together as one complete package to Post-Secondary Education and Labour Market Outcomes for review and consideration.

**Considerations**

Though not required to be submitted by law, the department typically has regard for how a proposal:

1. addresses and responds to existing and anticipated post-secondary learning needs of students;
2. aligns with the government's direction and priorities for government support;
3. aligns with the mandate of the university or college;
4. addresses issues identified in evaluations, if any;
5. supports appropriate quality assurance processes and procedures for the program, as it is proposed to be changed;
6. impacts on affordability and accessibility;
7. impacts on the coordination and integration within Manitoba's post-secondary education and advanced learning system;
8. strengthens the ability of the system to meet and respond to Manitoba's labour market opportunities;
9. impacts upon previous graduates of the program, if the proposal is to cease to provide the program;
10. demonstrates operational sustainability; and
11. generally, addresses the social, economic and cultural needs in Manitoba.

**Form Selection Chart**

*Use the following chart to determine which form should be used based on the nature of the proposal being submitted.*

|  |  |  |  |
| --- | --- | --- | --- |
| **New Program** | **Significant Modification** | **Temporary Cessation** | **Permanent Cessation** |
| * *Establishing a new degree program*
* *Establishing a program that requires government funding support*
 | * *Changing the site or sites, or the number of sites, from which a program is offered*
* *Changing the capacity of a program, in terms of the seats within the program*
* *Changing the time reasonably necessary for a student to complete the program*
* *Changing to the mode of delivery of the program, being online or in-person*
* *Changing the program being, or not being offered as a joint program*
* *Changing the credential conferred*
* *Changing to the capital or operating resources needed to provide the program*
 | * *Ceasing enrolment in a program for one or more academic years with the intent of reinstating the program following the proposed cessation period*
* *Ceasing an intake (i.e. Fall/Winter) in a program but continuing with remaining intakes of the same program.*
 | * *Ceasing to offer a program on a permanent basis with no intent or plan for future reinstatement.*
 |