



**Program Modification Procedure
UB-OVP-PR-007/0**

1. Purpose

Program modification serves to elevate the caliber, applicability, and efficacy of academic programs, addressing evolving educational requisites, progressing knowledge domains, shifting industry benchmarks, and insights from stakeholders. Through program modification, institutions uphold currency, competitiveness, and alignment with their educational objectives. Moreover, this process facilitates curriculum adjustments to cater to student needs, enhance student achievements, and stimulate inventive teaching and learning approaches.

2. Scope

This procedure applies to program modification at the University of Belize.

3. Responsibilities

- 3.1. The President is responsible for approving the program modifications at the University of Belize.
- 3.2. The Academic Council is responsible for reviewing and ensuring compliance with modification procedures for endorsement.
- 3.3. The Vice President is responsible for reviewing and presenting to the Academic Council for endorsement, before submitting to the Office of the President.
- 3.4. The Faculty Dean is responsible for reviewing the program request for modification and submitting it to the Office of the Vice President.
- 3.5. The Department Chair/ Program Lead is responsible for making recommendations for the modification of a program.

4. Terms and Definitions

Academic Program	A coherent set of courses designed to provide students with a well-rounded education in a specific field of study, leading to a credential (degree, diploma, or certificate) awarded by the University of Belize.
Non-Academic Program	A structured and organized set of activities or initiatives designed to achieve specific goals outside the traditional academic context, focusing on practical skills, personal development, or community engagement.

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Program Discontinuation	Teaching out a program with no new enrolments allowed, also referred to as “sunsetting”.
Program Modification	Changes or adjustments to an existing academic or non-academic program, encompassing various elements within the program structure, content, or delivery.
Program Reinstatement	The process of restoring a previously suspended academic program to active status after evaluation and necessary adjustments.
Program Suspension	A state where no new students are enrolled in an approved program for a specified period.

5. Procedural Steps

The University of Belize employs a student-centred strategy for program modification, following established procedural guidelines as detailed below:

- 5.1. Identify the need for the modification of a program based on factors such as changes in industry requirements, advancements in knowledge, feedback from external stakeholders, evolving educational standards, Department Chair/ Program Coordinator, faculty, or Accrediting bodies to maintain or achieve accreditation status.
- 5.2. Conduct a review of the program's objectives, curriculum, outcomes, and relevance to current and future needs.
- 5.3. Gather data on program effectiveness, student outcomes, enrolment trends, employment opportunities for graduates, and feedback from stakeholders.
- 5.4. Analyse the data to identify strengths, weaknesses, opportunities, and threats (SWOT analysis) related to the program.
- 5.5. Based on findings in 5.4, establish a Program Modification committee consisting of relevant stakeholders such as faculty members, administrators, students, industry representatives, and accreditation bodies, where applicable.
- 5.6. Develop a proposal outlining the proposed modifications in collaboration with the Program Modification Committee. This may involve revising course content, adding or removing courses, adjusting program requirements, or incorporating new instructional methods. Be sure to indicate how each change addresses identified needs and improves program quality.
- 5.7. Consult with faculty, students, alumni, industry partners, and other relevant stakeholders for input and feedback on the proposal.
- 5.8. Update the proposal with feedback received from stakeholders.
- 5.9. A recommendation is provided to the Academic Council for the modification of the program with the relevant supporting documentation (i.e., Program Modification Proposal, etc).

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- 5.10. The Academic Council Program Modification Committee is formed to review the documentation submitted for Program Modification.
- 5.11. Once the documents are reviewed and in adherence, the committee recommends to the Academic Council for Program Modification.
- 5.12. The recommendation to modify the program would be sanctioned by the Academic Council and submitted to the Vice President.
- 5.13. The Vice President ensures any additional approvals required are obtained from Accrediting bodies or external agencies where required, and submits all documents to the Office of the President for approval.
- 5.14. Once approved, the Office of the Registrar, Office of Quality Assurance and Accreditation, Office of Finance, and the Office of the Deans are notified, and the information systems are updated.
- 5.15. The students, faculty, staff, alumni, and other stakeholders are then informed of the modification of the program, the timeline for implementation, support, services, and resources available to students, faculty development needs, and the rationale for the modification.
- 5.16. The Faculty ensures that adequate support and training are provided for faculty and staff involved in delivering the modified program.
- 5.17. The modified program is evaluated periodically to assess its effectiveness, relevance, and impact on student learning outcomes. Feedback from students, faculty members, and employers may be collected to inform future modifications.
- 5.18. Based on evaluation findings and ongoing feedback, the university continues to refine and improve the program to meet evolving needs and maintain academic quality.

6. Reference Document

University Program Policy

7. Documentation required for implementation

Program Modification Form

8. Records

The Office of Faculty Dean

9. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not Applicable	Same as Initial Release