

## PACE Graduate Certificate in Project Management: Program Change Procedure

Switching from Project Management (PMAL) to Project Management – Information Technology (PMIT) or Project Management - Construction (PMCN)

### PURPOSE

This document describes the process of moving from Project Management (PMAL) to Project Management – Information Technology (PMIT) or Project Management – Construction (PMCN) at Algoma University.

### SCOPE

The policy applies to all students accepted in the Project Management Program. Students will have the choice to switch to PMIT or PMCN until October 13th, 2024. If approved, the program change request will take effect in the following term.

### PROCEDURE

#### **Switching from Project Management to Project Management – IT or Project Management – Construction.**

The procedure for program changes will vary depending on the term the student is currently registered in.

#### **Term 1 Students**

Project Management (PMAL) students can request a program change between Week 3 and Week 6 of Term 1. Subject to space availability, program changes will be approved to Term 1 students only if the students pass all Term 1 courses with at least a 60% grade.

If the request is approved, Students can join Project Management – Information Technology (PMIT) or Project Management – Construction (PMCN) from Term 2 onwards.

#### **Term 2 Students**

Project Management (PMAL) students can request a program change between Week 3 and Week 6 of Term 2. If the request is approved, Students can join Project Management – Information Technology (PMIT) or Project Management – Construction (PMCN) from Term 3 onwards only if the below conditions are met.

***For students switching to Project Management - Information Technology (PMIT) in Term 3:***

Effective: <b>May 2024</b>	Revised:	Superseded #: NA	Page #: 1 of 2
-------------------------------	----------	---------------------	-------------------

Students switching from Project Management (PMAL) to Project Management – Information Technology (PMIT) will be required to take PMIT201 (“*Introduction to IT and Big Data*”) during the scheduled break. Students taking this course during the scheduled break will be charged additional tuition and ancillary fees.

Subject to space availability, program changes will be approved to Term 2 students only if the students pass all Term 1 and Term 2 courses of the program of their choice with at least a 60% grade.

***For students switching to Project Management - Construction (PMCN) in Term 3:***

Students switching from Project Management (PMAL) to Project Management – Construction (PMCN) will be required to take PMCN201 (“*Introduction to Project Construction Management*”) during the scheduled break. Students taking this course during the scheduled break will be charged additional tuition and ancillary fees.

Subject to space availability, program changes will be approved to Term 2 students only if the students pass all Term 1 and Term 2 courses of the program of their choice with at least a 60% grade.

**Term 3 and Term 4 Students**

Program requests will no longer be accepted in Term 3 and Term 4. Any exceptions will require approval from the Program Chair.

**How to request a Program change**

Students will request a program change by navigating to the Algoma Brampton service desk portal and select the Project Management Program Change Request service item.

**Criteria for approving the program change request**

Program change requests will be processed first come, first served and subject to space availability.

Please note that students will be allowed to switch programs only **once** during their academic journey with exception to the students transitioning into one of the three new programs (PMAL, PMIT & PMCN) from the original Project Management program (PMYA) who will be able to switch programs **twice**.

**Informing students**

Once program change request has been processed, confirmation email will be sent to students stating that their program has been changed.

Effective: <b>May 2024</b>	Revised:	Superseded #: NA	Page #: 2 of 2
-------------------------------	----------	---------------------	-------------------