

PACE Graduate Certificate in Project Management – Information Technology: Program Change Procedure

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

PURPOSE

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

SCOPE

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

PROCEDURE

Switching from Project Management – Information Technology to Project Management or Project Management – Construction.

Term 1 Students

Project Management – Information Technology (PMIT) 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 (PMAL) or Project Management – Construction (PMCN) from Term 2 onwards.

Term 2 Students

Project Management - Information Technology (PMIT) 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 (PMAL) or Project Management – Construction (PMCN) from Term 3 onwards only if the below conditions are met.

For students switching to Project Management (PMAL) in Term 3:

Students switching from Project Management - Information Technology (PMIT) to Project Management (PMAL) will be required to take PMAL206 (“*Business Principles*”) during the scheduled

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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 - Information Technology (PMIT) 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.

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