

## UNDERGRADUATE COURSE AND PROGRAM APPROVAL

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Approval Authority	Senate
Responsible Executive	Provost and Vice-President, Academic
Related Policies / Legislation	<i>University Act, s. 35.2(6)(b)</i>

### PURPOSE

The policy is to guide the review and approval of new courses and programs, and changes to existing courses and programs, to ensure that they meet both UFV and legislated quality assurance standards and requirements.

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### SCOPE

This policy applies to all new courses and programs and changes to existing courses and programs.

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### DEFINITIONS

In this policy, the following definitions apply:

**Program:** A structured set of courses and associated requirements designed to deliver learning outcomes specific to a disciplinary or interdisciplinary field of study, and offered as an approved credential (e.g., a certificate, diploma, degree, etc.) or an approved option within a credential (e.g., a major, minor, honours, concentration, specialization, etc.).

**Program Concept Paper:** A statement of intent to begin development of a new program, prepared using a standard template provided by the Program Development and Quality Assurance Office.

**Program Development and Quality Assurance Office (PDQA):** Facilitates the development and review of academic programs, and advises on matters related to academic quality assurance, curriculum design, and programming.

**Program Proposal:** The detailed description and rationale for a new program prepared on a standard template provided by the Program Development and Quality Assurance Office.

**Undergraduate Education Committee (UEC):** A Senate standing committee that provides Senate with advice on all matters related to the undergraduate educational programs of the university, including policies, practices, and criteria for admission, evaluation, and promotion of undergraduate students.

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## **POLICY**

The adoption of new and revised curriculum shall include a series of structured consultations, reviews, and approvals that give the UFV community opportunity to examine a program or course in terms of the quality of the curriculum, consistency of standards, alignment with Institutional Learning Outcomes, attention to student needs, demand for a program, and generally, adherence to UFV's mandate, strategic goals, and priorities.

The internal process includes various consultations, reviews, and approvals by academic units, support areas, administrators, the Senate and its committees, and the Board of Governors. Senate may delegate the authority to approve new courses and course changes to a Senate standing committee.

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## **REGULATIONS**

1. No new or revised program or course shall be implemented unless it has been reviewed and approved according to the provisions of this policy and related procedures.
2. All new courses and course changes require the approval of Faculty Council and UEC, or Senate upon recommendation by UEC, according to the Procedures for Undergraduate Program and Course Approval. Course changes will be classified as either minor or major. What constitutes a minor or major course change will be determined and communicated by UEC.
3. All official course outlines are to be reviewed and approved every six years.
4. Major changes to programs require the approval of Senate. Minor changes are approved by UEC and sent to Senate for information. What constitutes a minor or major program change will be determined by Senate upon recommendation by UEC.
5. A new program requires the approval of Senate according to the process outlined in the Procedures for Undergraduate Program and Course Approval.
6. In exceptional cases, the approval of a new program can be obtained through an expedited process outlined in Procedures for Expedited Undergraduate Program Approval. No proposal can be put through the expedited process more than once.
7. The criteria for applying the expedited program approval process to a new program are as follows:
  - 7.1 The expedited program approval process may be requested for a new undergraduate program if at least one of the following circumstances applies:
    - There is funding available from an external source, with time constraints.
    - There is a sudden emergent need in the community for a narrow, focused theme, and there is a funding source.
    - There is a request for a partnership with a time constraint, and there is a funding source.
    - There is a clearly demonstrable opportunity for revenue generation to meet a specific demand, with time constraints.
    - There is an opportunity for capital or infrastructure injection, with time

constraints.

In addition,

- 7.2 The program must be sustainable.
- 7.3 The program must be consistent with the strategic goals of UFV.
- 7.4 The program must be consistent with program priorities of UFV.
- 7.5 There are minimal adverse implications for other faculties, programs, and services.

8. Procedures in support of this policy will be developed, maintained, and communicated as such:

- For new and revised courses: UEC.
- For new program proposals (including concept papers): UEC, in consultation with the Office of the Vice-Provost.
- For program revision: UEC.
- For expedited process: APPC, in consultation with the Office of the Vice-Provost.

Any procedures developed in support of this policy will consider the roles of other Senate Standing Committees in the course and program approval process. Guidelines and templates in support of this policy will be administered by the Chair, Vice-Chair, and Assistant of the relevant committee by unanimous decision. Changes that are not unanimously agreed upon will be referred to the committee for decision.

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## APPENDICES

[Procedures for Undergraduate Program and Course Approval](#)

[Procedures for Expedited Undergraduate Program Approval](#)