CREDIT CURRICULUM APPROVAL PROCEDURE

Policy Type:	Academic	Initially Approved:	March 20, 2024
Policy Sponsor:	Dean, Academic Programs	Last Revised:	March 20, 2024
Primary Contact:	Dean, Academic Programs	Review Scheduled:	March 2029
Approver:	General Faculties Council		

A. PURPOSE

This procedure ensures curriculum proposals receive due consideration based on principles of collegiality and recognition for disciplinary expertise. It is in place to ensure that all components of Ministry-approved programs are reviewed by appropriate parties and considered in a timely manner.

B. SCOPE

This procedure applies to all curriculum changes and approvals for ministry-approved programs and credit courses at AUArts. For purposes of this procedure, individual Degrees and individual majors are considered distinct programs.

C. RESPONSIBILITY

It is the responsibility of the Dean, Academic Programs, to ensure these policies are implemented and maintained as well as to ensure that there is appropriate communication with the provincial Ministry of Advanced Education.

D. APPROVAL PROCESS OVERVIEW

The following overview outlines the administrative bodies that review submissions as well as the order of review for each type of submission.

1. NEW PROGRAMS

1.1   This is a request to create a new program that leads to a Ministry-approved credential. There are three stages of approval for new programs:

a. Internal Approval in Principle
   i.   Development of the Letter of Intent (approved by the Associate Dean of the originating area or School).
   ii. Letter of Intent (supported by the Associate Dean, Library, Computing and Technical Services, Finance, Dean, Academic Programs and Dean, Students, Registrar).

iii. Curriculum Subcommittee (recommends to Academic Planning and Oversight Committee (APOC)).
   iv. APOC (recommends to General Faculties Council (GFC)).
   v. GFC (approval in principle).
   vi. Ministry of Advanced Education (final approval).
b. External Approval
   i. Submit documents to Ministry of Advanced Education in accordance with ministry-approved processes.
   ii. Minister of Advanced Education(approve).
c. Follow approval process for each curriculum type.

2. MAJOR PROGRAM CHANGES

2.1 This is a request to substantially alter the curriculum of a program, to introduce a series of minor changes that would have a significant collective impact on program delivery or to change a program element that requires GFC approval as defined by the *Post-Secondary Learning Act*.
   a. Originator (creates and recommends to Director or designate).
   b. Director or Designate (recommends to School Council or appropriate Graduate Committee).
   c. School Council/Graduate Committee (recommends to Curriculum Subcommittee).
   d. Curriculum Subcommittee (recommends to APOC).
   e. APOC (recommends to GFC).
   f. GFC (final approval).

3. NEW COURSES, COURSE CHANGES AND MINOR PROGRAM CHANGES

3.1 This is a request to create a new course, delete a course as a program requirement, change a course or make a minor change to the core requirements of a program within the originating School/Graduate Committee.
   a. Originator (creates and recommends to the Director or designate).
   b. Director and/or designate (recommends to School Council/Graduate Committee).
   c. School Council/Graduate Committee (recommends to Curriculum Subcommittee).
   d. Curriculum Subcommittee (recommends to APOC).
   e. APOC (final approval).
   f. GFC (for information).

4. NEW CONCENTRATIONS/MINORS AND CONCENTRATION/MINOR CHANGES

4.1 This is a request to create a new concentration/minor or suspend and terminate, delete a course from a concentration/minor, change a course in a concentration/minor or make a change to the concentration/minor within the originating School.
   a. Originator (creates and recommends to the Director or designate).
   b. Director and/or designate (recommends to School Council).
   c. School Council (recommends to Curriculum Subcommittee).
   d. Curriculum Subcommittee (recommends to APOC).

      e.   APOC (final approval).
      f.   GFC (for information).

5. OTHER CALENDAR CHANGE

5.1 This is a request to add, omit, or amend general text within the Academic Calendar that is not associated with academic regulations, that does not alter curricular content and that does not impact a student's ability to access or complete a course.
a. Originator (creates and recommends to Director or Designate).
b. Director or Designate (recommends to APOC).
c. APOC (recommends to Registrar).
d. Registrar (final approval).

6. PROGRAM SUSPENSION

6.1 This is a request to suspend a Ministry-approved program. This includes the suspension of admission to a program temporarily or permanently.
a. Ministry of Advanced Education Proposal Template drafted (approved by Dean, Academic Programs).
b. Curriculum Subcommittee (recommends to APOC).
c. APOC (recommends to GFC).
d. GFC (approval).
e. Ministry of Advanced Education (final approval).

7. PROGRAM TERMINATION

7.1 This is a request to terminate a Ministry-approved program.
a. Ministry of Advanced Education Proposal Template (drafted by the Dean, Academic Programs).
b. Curriculum Subcommittee (recommends to APOC).
c. APOC (recommends to GFC).
d. GFC (approval).
e. Ministry of Advanced Education (final approval).

8. CURRICULUM RECORDS MAINTENANCE

8.1 The Registrar holds primary responsibility for maintenance of curriculum records at AUArts and ensures that:
a. All proposals conform with Academic Calendar standards, including terminology, format, completeness of information, and accuracy.
b. Course and program credit and categorizations assign with established policies and Ministry of Advanced Education guidelines.
c. Approved program and courses are updated and published in the Academic Calendar, student information system and any other relevant sources.
8.2 The Office of Research and Academic Affairs (ORAA) holds responsibility for submitting program and curriculum changes, along with required documentation, to the provincial ministry and Campus Alberta Quality Council through PAPRS.

E. DEFINITIONS

Approval in Principle: refers to institutional support for full curriculum development and submission of curriculum to the provincial ministry.

Approve: refers to the approval of a curriculum submission that is required for a submission to proceed on the approval path. Authority for final approval rests with the final review body in each approval path.

Course: refers to an academic unit of instruction normally valued as three (3) credits or (4.5) credits.

Letter of Intent: refers to the form detailing interest in proposing a new program, suspension of a current program (temporarily or permanently), or a program termination that requires Ministry of Advanced Education approval.

Originator: refers to the individual who initiates the curriculum submission. It is understood that the originator is doing so on behalf of a School.

Policy: means the Credit Curriculum Approval Policy.

Program: Individual degrees and individual majors are considered programs at AUArts.

Program Suspension: refers to the institutional intent/decision to cease intake into and/or delivery of a program for a specified period of time. Normally, this would be no longer than eight academic years for a degree program or six academic years for a diploma or certificate program.

Program Termination: refers to the institutional intent/decision to permanently cease delivery of a program and to remove the program from the provincial Provider and Program Registry System (PAPRS).

Submission: refers to the form that captures the necessary information for all levels of approval. This term may be used interchangeably with 'curriculum submission' within this policy.

University: means Alberta University of the Arts.

F.   RELATED POLICIES

- Academic Program Quality Assurance Policy

G.   RELATED LEGISLATION

- Post-secondary Learning Act, Alberta

H.   RELATED DOCUMENTS

- Related program and curriculum forms can be obtained through ORAA.

I.   REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
03/20/2024	New Policy	All	Dean, Academic Programs	Dean, Academic Programs