

GRADUATE COURSE AND PROGRAM APPROVAL

Approval Authority	Senate
Responsible Executive	Provost and Vice-President, Academic
Related Policies / Legislation	<i>University Act, s. 35.2 (6)(b)</i> Undergraduate Course and Program Approval (21)

PURPOSE

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

SCOPE

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

DEFINITIONS

In this policy, the following definitions apply:

Graduate 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., graduate level certificates, diplomas, degrees, etc.) that requires at least one graduate level course.

Graduate Studies Committee (GSC): A Senate standing committee that provides Senate with advice on all matters related to the graduate educational programs of the university.

Graduate-level Course: A course numbered 600 or higher.

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

Program Development and Quality Assurance (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 Program Development and Quality Assurance.

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, attention to student needs, demand for a program, and adherence to UFV's mandate, strategic goals, priorities, and Institutional Learning Outcomes.

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.

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.

All new courses and course changes require the approval of the relevant faculty council and GSC, or Senate upon recommendation by GSC, according to the Procedures for Graduate Course and Program 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 GSC as informed by PDQA.

2. All official course outlines are to be reviewed and approved at least every six years.
3. Major changes to programs are examined and recommended by GSC and require the approval of Senate. Minor changes are approved by GSC, and sent to Senate for information. What constitutes a minor or major program change will be determined by Senate upon recommendation by GSC.
4. A new program requires the approval of Senate according to the process outlined in Procedures for Graduate Course and Program Approval.
5. Procedures in support of this policy will be developed, maintained, and communicated as such:
 - For new and revised courses: Graduate Studies Committee
 - For new program proposals: Graduate Studies Committee, in consultation with the Office of the Vice-Provost
 - For program revision: Graduate Studies Committee

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.

APPENDICES

Procedures for Graduate Course and Program Approval
