



## Policy

**Title: Program Approval, Revision and Termination**

### Policy Statement:

The Board believes programs and program support need to be of high quality. All programs, substantive revisions and terminations must be reviewed and approved by the Board.

**Approved: (Original signed by the Chair of the Board)**  
(Daniel Vandermeulen, Chair of the Board)

**April 21, 2016**  
(Date)

**Sponsorship:** Academic

**To Be Reviewed:** April 2021

**Review and Revision Dates:** February 20, 2013; March 15, 2016

**First Approval Date:** January 20, 2006

**Stakeholders Consulted:** Academic Council - November 17, 2005, March 15, 2016; Learner Services Director – October 2005; Senior Management Team - November /December 2005; Policy Review Committee – March 8, 2016; Board of Governors' Program and Services Committee – April 21, 2016

### Reference to other Documents:

Academic Policy

Post-Secondary Learning Act

Program Review, Revision, Suspension, Termination and Reinstatement Procedure

### Guidelines:

#### 1. Approval

- A. Program development shall be guided by the College's strategic plan.
- B. Credit programs must be approved in a form prescribed by the Minister of Advanced Education.
- C. Non-credit programs must be approved in a form prescribed by the Vice President, Academic. e.g. contract training, extension certificates
- D. Academic Council shall review new credit programs and non-credit extension certificate programs and make a written recommendation to the Board of

- Governors Program and Services Committee for review and recommendation to the Board.
- E. Quality of brokered programs is the responsibility of the delivering institution; therefore brokered programs must be selected with quality as a criterion. Programs shall be assessed to determine what support is required to meet students' needs.
  - F. Wherever possible, new programs should contribute to the official student count.

## **2. Revision**

- A. Revisions shall take into account, and minimize, the impact on student educational plans.
- B. Any alteration of previously approved credit programs must go through a new approval process.
- C. There will be an interim review of new programs after the first offering and then at designated intervals thereafter.

## **3. Termination**

- A. The criteria for termination of a program is outlined in the *Program Review, Revision, Suspension, Termination and Reinstatement Procedure*.