

	Policy No.	Officer Responsible	
	B.106	Vice-President, Academic and Provost	
	Policy Name	Program and Course Review and Approval	
Approved by	Replaces	Category	Next Review
Board	S2009-05	C	September 2018
Date Issued	Date Revised	Related Policies, Reference	
September 22, 2015	November 17, 2015	B.101, B.104, B.105	

1. OVERVIEW

This policy governs the review of existing programs and courses and the establishment of new programs and courses at Capilano University. All programs and courses must be evaluated in the context of Board Policy B.101 (Vision, Values, Mission, Goals and Strategic Directions), and also the University's strategic and academic plans and the requirements of the Ministry.

2. LEGAL FRAMEWORK

Section 35.2(6) of the University Act requires the Board to establish educational policies on the following matters, after seeking advice from the Senate: the establishment and revision of courses and programs (ss. (b)); and the evaluation of programs (ss. (f)).

Section 35.2(5) requires the Senate to set criteria for awarding certificates, diplomas and degrees (ss. b); to set curriculum content for courses leading to certificates, diplomas and degrees (ss. c); and to set qualifications for admission (ss. d).

Section 40(d) provides that Faculties determine the courses of instruction in the Faculty subject to the approval of Senate.

Section 48(2) prohibits the University from establishing a new degree program without the approval of the Minister of Advanced Education.

3. PROGRAM AND COURSE REVIEW AND APPROVAL

a. Approval of New Programs and Courses

The University will conduct a formal review of all proposed programs and courses prior to approval.

Program and course review procedures and criteria will be determined by Senate having regard to the role of Faculties. For the purpose of overseeing and conducting reviews, Senate may delegate authority to any appropriate committee.

Senate will provide its advice to the Board on the establishment of new programs and courses.

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Final approval of new programs and courses is the decision of the Board and is subject to s. 29 of the University Act (Limits on Expenditures).

b. Review of Existing Programs and Courses

The University will conduct a periodic formal review of existing programs and courses to ensure alignment with the University’s values, priorities, and goals, and with the requirements of the Ministry.

Program and course review procedures will be determined by Senate having regard to the role of faculties. For the purpose of overseeing and conducting reviews, Senate may delegate authority to any appropriate committee.

Nothing in this policy detracts from the ability of Deans and Instructors to regularly, informally review programs and courses.

Where, following a review, there is a recommendation to discontinue program(s) or course(s) the provisions of Policy B. 104 shall apply

4. DEFINITIONS

Program: a plan of coursework that leads to a credential. Programs are administered under Faculties, which are the educational administrative divisions of the University.

Course: A discrete unit of instruction that can be applied to a student's program of study and completion requirements.

Review: the evaluation and possible revision of programs or courses