

Procedure No.	Officer Responsible	
B.106-02	Vice-President Academic and Provost	
Procedure Name	Program Approval	
Policy This Procedure is Under	Date of Next Policy Review	
B.106 Program and Course Review and Approval	2020	
Date Issued	Date Revised	Related Policies, Reference
March 2017	December 5, 2017	B.106 Program and Course Review and Approval B.104 Program and Course Discontinuance B.106-01 Program Review

1. PURPOSE

- 1.1 Every proposed new credit-based program must undertake the program approval process to determine whether it meets established institutional criteria and mandates at Capilano University. This requirement applies to all credit programs for which a Capilano University credential is granted, regardless of their location or means of delivery.
- 1.2 The goals of the program approval process are to ensure that new programs are educationally sound and consistent with the values, goals, and objectives of Capilano University, and to ensure that the University has, or is prepared to provide, sufficient physical, financial, and human resources to assure a program of acceptable quality. Proposals for new credentials must also be consistent with requirements established by the Ministry of Advanced Education.
- 1.3 Criteria and standards for program approval will be objective and consistent, while still addressing the particular requirements of the credential being proposed (i.e. certificate, diploma, baccalaureate degree, post-baccalaureate, etc.)

2. COMPONENTS OF THE NEW PROGRAM APPROVAL PROCESS

- 2.1 The department or program working group must submit all proposed new programs for review. This applies to any program that has not been previously approved by Capilano University, and to any existing program that proposes significant revisions to learning outcomes, curriculum content, or course offerings. At the undergraduate degree level, this includes proposals for new majors, minors, and concentrations.
- 2.2 Components and criteria for new program approval, including administrative procedures and timelines, will be set, updated as required, and published electronically by the Vice-President Academic and Provost. Because the process for new program approval is determined by the type of credential or program change, the department or program

working group should always contact the Manager, Academic Initiatives and Planning for accurate instructions and templates.

3. BOARD APPROVAL OF THE NEW PROGRAM

The Board of Governors has the final authority to implement any proposed program. The Board will make its determination based on the following criteria. That the program:

- has completed the University approval process;
- is consistent with the Ministry of Advanced Education and Skills Development approval process;
- is in alignment with the University's current academic and strategic plans; and,
- will contribute to the fulfillment of the University's mission and goals.

If the Board of Governors does not approve the proposed program, it will provide a written rationale to the Vice-President Academic and Provost, the Senate, and the program area.

If the Board of Governors approves the proposed program, the Vice-President Academic and Provost will submit the proposed program to the Ministry of Advanced Education and Skills Development.

If the proposed program is not approved by the Ministry of Advanced Education and Skills Development, the Vice President Academic and Provost will inform the Board, Senate, and program area of the decision.

If the proposed program is approved by the Ministry of Advanced Education and Skills Development, the Vice-President Academic and Provost, in consultation with the dean of the program area and the Registrar's Office, will determine the appropriate start date, and inform Senate and the university communications & marketing department.

All programs are subject to regular review.

4. EXPEDITED APPROVAL OF NEW NON-DEGREE PROGRAMS

This process cannot be used for approval of new degree programs.

The expedited approval process may be requested for a new non-degree program if at least one of the following circumstances applies:

- There is funding available from an external source and there are time constraints;
- There is a request for a partnership, a funding source is available and there are time constraints; or,
- There is an opportunity for revenue generation to meet a specific demand and there are time constraints.

Approval by this process allows the program to be offered on a one-time exceptional basis only. Before the program is offered a second time, it must be approved through the normal approval process.