

Policy Name: New Course Policy	Responsible Owner: President	Effective Date: July 28, 2025
Policy Number:	Approval Body: Board of Governors	

A. POLICY:

PURPOSE/COMMITMENT:

The New Course Policy ensures that all new courses are approved by the appropriate body and undergo a rigorous review to ensure academic quality, including ensuring new course proposals meet the requirements of the relevant academic program and the Ministry of Post-Secondary Education and Future Skills.

DEFINITIONS:

New Course: Any academic course that has not previously been approved to be offered for credit within a degree program at the Institution.

Degree Program: A program of study approved by the institution and the Ministry of Post-Secondary Education and Future Skills that leads to an academic degree.

Course Champion: A faculty member who develops and advocates for a new course proposal through the institutional approval processes.

Curriculum Committee: The institutional committee responsible for the detailed review of new course proposals and for making recommendations to the Academic Council.

Academic Council: The senior academic governing body responsible for the final approval of academic policies and curriculum, including new courses.

SCOPE:

All new academic courses offered in degree programs.

WHEN TO USE THE POLICY:

This policy should be followed whenever a new course is proposed within a degree program.

B. PROCEDURES:

Conceptualization Stage

1. A faculty member proposing a new course serves as a course “champion.”
2. The Champion undertakes appropriate consultation with relevant academic areas and other relevant areas across the Institution.
3. The Champion engages the relevant Dean for approval to proceed to the proposal stage.
4. The Dean’s decision is presented to the Academic Council.

Proposal Stage

5. The Champion completes the new course proposal form as updated from time to time to include the course outline, resources required, and other relevant items.
6. The Champion submits the full proposal to the Dean for approval. Upon approval, the Dean submits the proposal to the Curriculum Committee.

Review and Approval Stage

7. The Curriculum Committee will review the proposal and make a recommendation for approval or rejection to the Academic Council.

8. The Academic Council reviews the proposal and recommendation made by the Curriculum Committee.
9. The Academic Council may approve, deny or defer a decision on a new course proposal.
10. Before offering the course, newly approved courses must meet the operational and regulatory requirements necessary for the course. In the case of courses offered within Associate Degrees, they must meet the minimum regulatory requirements for articulation and transfer.