

**PROGRAM APPROVAL POLICY  
FOR NEW AND REVISED CREDIT PROGRAMS**

<b>Policy Name:</b> Program Approval Policy for New and Revised Credit Programs	<b>Overseen by:</b> Vice President, Academic	<b>Effective Date:</b> November 2013	<b>Related Policies:</b> Curriculum Development and Approval, Program Advisory Committees, Associated Studies, Board Policy B01.00.01, Administrative Policy A17.01.01
<b>Category:</b> Education	<b>Approved by:</b> Education Council	<b>Review Date:</b> November 2020	

**Purpose**

**Policy Statement**

**Development and Approval of New Credit Programs**

**Revision of Credit Programs**

**Course Equivalencies**

**Course Substitutions**

**Appendix A: Definitions**

**Purpose**

This policy ensures all credit programs, whether new or revised, will further the goals of Douglas College, produce student outcomes of appropriate standards, and meet relevant educational objectives and current guidelines of the Ministry responsible for Advanced Education.

**Policy Statement**

The development, revision, and approval of programs at Douglas College will follow a rational and consistent process to ensure that programs are both educationally viable and administratively sustainable. This policy governs internal College approval processes. Program developers should be aware of any external (accrediting body or Ministry responsible for Advanced Education) requirements and processes.

**DEVELOPMENT AND APPROVAL OF NEW CREDIT**

faculty members in departments that would offer curriculum included in the program or where there is jurisdictional overlap or potential for laddering. Curriculum developers, in consultation with the Dean, may choose to amend curriculum or full program proposals after receiving input from affected Faculty Education Committees (FECs) but are not required to do so. Consultations should occur before a full program proposal is referred to the relevant FEC for review.

**A. Concept Statement**

1. A concept statement may be developed by an individual or group.
2. The developer(s) of the concept statement will

at a later date, or dropped. The program developers, in consultation with the Dean responsible, will decide which action is to be taken after considering

developers in consultation with the Dean. Any revisions made to the

2. The program developer will complete cross-College consultations following the procedures approved by Education Council. This consultation should include, as appropriate, external stakeholders, Program Advisory Committees, and departments that are affected by the revision (e.g. departments that offer an Associated Studies course affected by the revision).

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## **COURSE EQUIVALENCIES**

Programs or departments may identify courses offered by Douglas College that can be used as official equivalencies for courses in the curriculum framework approved by Education Council.

These courses must have very similar learning outcomes and will be listed in the calendar as equivalencies. New courses will be identified as equivalent to existing College courses as part of the curriculum approval process. Course equivalencies may or may not be reciprocal.

If a program or department wishes to identify existing courses as equivalent, the equivalency will be approved following the Curriculum Development and Approval process.

## **COURSE SUBSTITUTIONS**

Programs or departments may allow an individual student to substitute a course completed at Douglas College or another post-secondary institution for a program requirement even when there is no official equivalency, if the course has appropriately similar learning outcomes and the student has a sufficient academic or employment background to warrant the substitution. The Chair/Co-ordinator will grant approval of the substitution and notify the Dean and the Registrar's Office. Substitutions should not be unreasonably withheld and should be granted consistently. The Chair/Co-ordinator should consider the impact of such a substitution on the student's progress in the program (e.g. the need for prerequisite waivers). The Registrar may request that a Dean and Chair/Co-ordinator reconsider a decision about a substitution.

If a program or

## APPENDIX: DEFINITIONS

### DEFINITIONS

#### Associated Studies

Associated Studies courses are s(S)2qCpl4(ia)(e)-13d

levels elective) or breadth (e.g. elective outside the Faculty). In addition, the curricular framework will include a brief description of the content to be covered in each required course or within a laddering program and a statement of how the overall program content meets any relevant accreditation or regulatory requirements.

### **Full Program Proposal**

A written submission outlining details of a proposed new program that includes a detailed curriculum framework and provides all information required by the Ministry responsible for Advanced Education.

### **Curriculum Guidelines**

Curriculum guidelines provide a detailed description of course content, objectives, prerequisites, methods of instruction and methods of evaluation. Curriculum guidelines must follow the development and approval process outlined in the Curriculum Development 05 see 05 (s) 10-11 (a) 10