

# Flowcharts for Curriculum Approval Processes

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## Types of Curriculum Submissions

### Editorial Calendar Change

This is a request to add, omit or amend general text within the academic calendar that is not associated with academic regulations, that does not alter curricular content and that does not impact a student's ability to access or complete a course.

Examples:

- Correction of a Calendar typo or error
- Change of course title
- Minor change of course description not reflecting a significant change in course content or outcomes
- Addition or deletion of a 'recommended preparation' statement for a course
- Addition/deletion of non-admission administrative procedure
- Revision of text describing the program not constituting changes to academic regulations or curriculum
- Deletion of a course (from the calendar) that is no longer being offered

### General Education Courses

This is a request to create a new GNED-prefixed course or to provide a discipline-specific course with a GNED designation. Criteria for inclusion of discipline-specific courses in the General Education inventory will be made available and a periodic revalidation process for previously-approved discipline-specific GNED courses is being considered.

### New Courses, Course Changes and Minor Program Changes

This is a request to create a new course, delete a course, change a course or make a minor change to the core requirements of a program within the originating Faculty.

Examples:

- Creation of a new course
- Deletion of a course as a program requirement
- Change of course number
- Change of course contact hours
- Change of course credit value
- Change of mode of course delivery
- Change of course pre-requisites/co-requisites

- Change of course description reflecting a significant change in course content or outcomes
- Minor change of program elements not affecting other Faculties

Examples:

- Change in the particular set of required core courses within the Faculty
- Change in recommended options within the Major discipline
- Addition or deletion of a program experiential learning component

## Major Program Changes

This is a request to substantively alter the curriculum of a program, to introduce a series of minor changes that would have a large collective impact on program delivery or to change a program element that requires GFC approval as defined by the Post-Secondary Learning Act.

Examples:

- Creation of a new Minor
- Deletion of a Minor
- Creation of a new Concentration within a Major
- Deletion of a Concentration within a Major
- Change of admission requirements
- Change of graduation requirements (other than those identified in II above)
- Change of continuance requirements
- Change of the number/proportion of required core, General Education and elective courses
- Exemptions to General Education requirements
- Change of program requirements delivered by other Faculties (e.g., deletion or addition of required courses from outside the Faculty)
- Change of mode of delivery for the whole program (e.g., from face-to-face to on-line, or vice versa)
- Program suspension for academic reasons

## New Programs or Program Deletions

This is a request to create a new program or to delete a program that leads to a Ministry-approved credential. New programs must be approved in principle prior to final approval by the GFC and the Ministry.

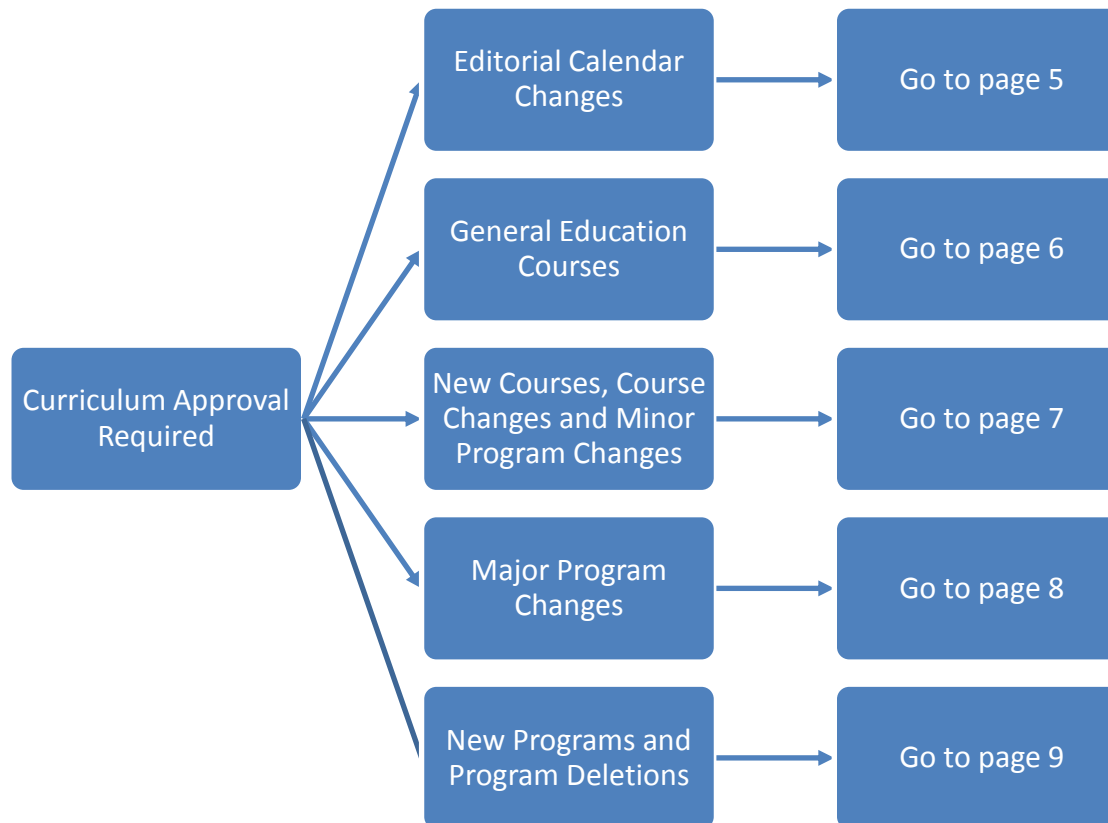
Examples:

- Creation of a new program
- Addition of a new Major to an existing degree program
- Deletion of a program, including deletion of a Major

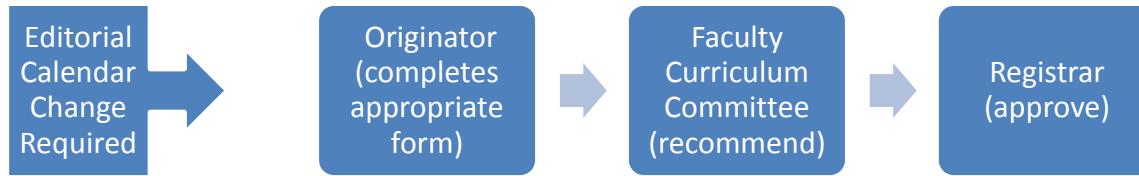
## Common Processes Across All Submission Types

- A submission can be originated by any faculty member but must be approved by the Chair prior to discussion at Faculty Curriculum Committees.
- A consultation mechanism will be put into place for the submission of feedback on curriculum submissions. The Faculty Curriculum Committee of the originating department must consider this feedback, along with student input/impact, Library Impact and IT Impact statements, prior to delivering a recommendation.
- If consensus cannot be reached through consultation, the submission will be forwarded to Deans' Council for consideration.
- The Registrar will set approvals on behalf of the Office of the Registrar.
- The Dean will set approvals on behalf of the originating Faculty Council.

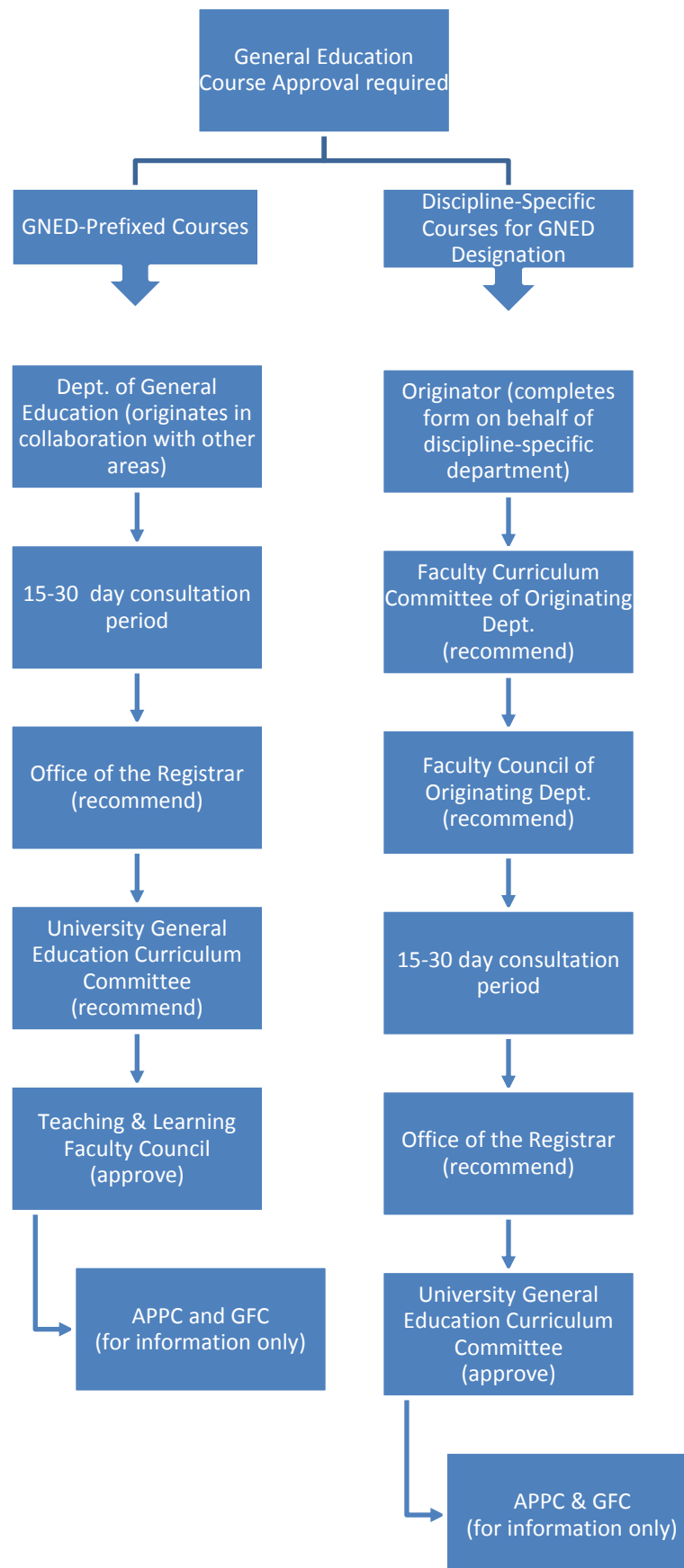
## Types of Curriculum Submission



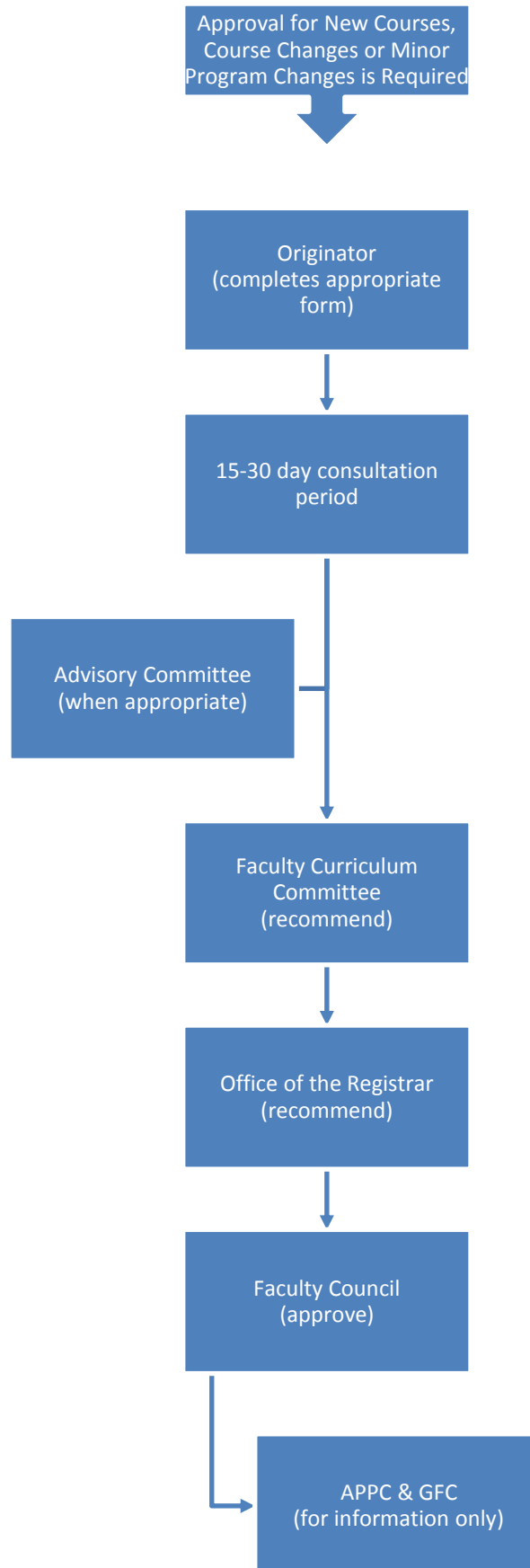
## Editorial Calendar Changes



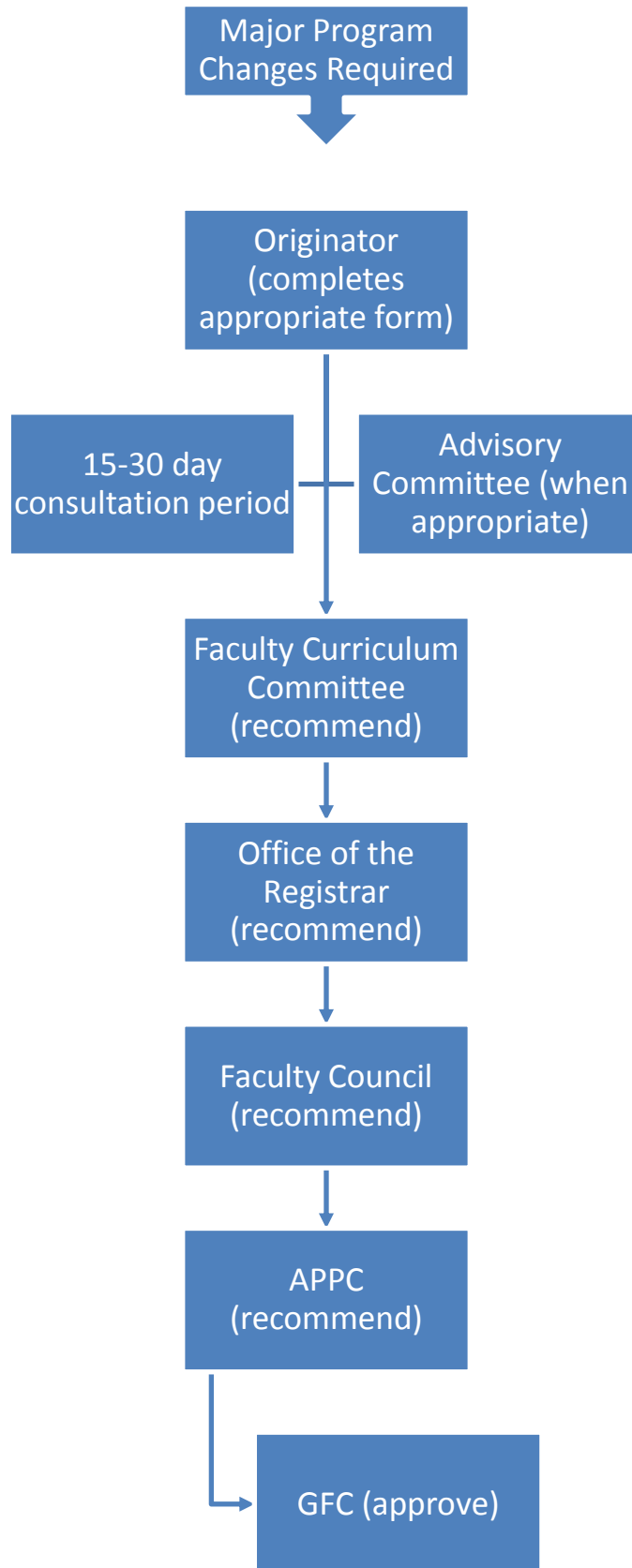
## General Education Courses



## New Courses, Course Changes and Minor Program Changes



## Major Program Changes





## New Programs or Program Deletions

