

1.0 POLICY STATEMENT

- 1.1 MacEwan University (the “University”) manages all its curriculum to meet internal and external academic and administrative standards for quality, integrity, and transparency.

2.0 PURPOSE

- 2.1 This policy governs the procedures for creating, reviewing, revising, suspending, and terminating Programs and courses as well as publishing and distributing related information.

3.0 APPLICABILITY

- 3.1 This policy applies to all units within Academic Affairs.

4.0 DEFINITIONS

Academic Calendar

The official record of academic programs and courses for each academic year.

Accreditation

Formal and/or professional recognition by an external body or agency, distinct from Ministry approval.

Course Code

An abbreviated alphabetic representation of the subject area or discipline of the course followed by three numeric characters that indicate the relative academic difficulty and place of the course within a Program.

Credit Course(s)

Organized educational content that confers recognition (i.e. “credit”) that can be applied to the completion of a Ministry-approved credential.

Exit Credential

A qualification or educational standard achieved through the completion of a Program to which there is no direct entry or admission. Typically, admission is provided to a longer Program than that of the Exit Credential.

Master Course Syllabus

A Faculty/School designed and approved record containing basic academic and administrative elements of Credit Courses offered at the University.

Ministry

The Alberta government department responsible for the oversight of post-secondary education.

Program(s)

An organized schedule or selection of courses, typically with admission requirements, regulations, and learning outcomes, presented in the Academic Calendar, and leading to a credential and/or notation on a transcript.

Subsidiarity

A principle that decisions should be made at the most immediate or local level of authority consistent with effective and efficient resolution.

5.0 POLICY ELEMENTS

- 5.1 The University is subject to legislation and regulations concerning curriculum, which supersede this policy, associated procedures, and all agreements with external agencies or partners on such matters.
- 5.2 The University is a Universities Canada member and adheres to its quality assurance principles.
- 5.3 The University is committed to the principles of Subsidiarity, collegial governance, and peer review in the management of its curriculum.
- 5.4 The University is committed to outcomes-based education and expects all Credit Courses and Ministry-approved Programs to have learning outcomes and outcomes assessment plans, which are aligned with institutional learning outcomes.
- 5.5 The General Faculties Council (“GFC”) Committee on Academic Planning and Quality Assurance approves and has responsibility to oversee the development and revision of a Quality Assurance Handbook to provide guidance to faculty and administrators on all matters related to curriculum.
- 5.6 The Office of the University Registrar is responsible for maintaining Program and course records, publishing Program and course information in the Academic Calendar, and for setting and maintaining the administrative requirements thereof.
- 5.7 All programs of study, program regulations, calendar descriptions, and courses must be entered into the University’s curriculum management system(s), from which the Academic Calendar is developed in accordance with the Academic Calendar Policy.
 - 5.7.1 All new Programs and courses and all changes to Programs and courses must be approved in accordance with the Program and Course Approvals Procedure.
 - 5.7.2 All active Credit Courses at the University require a Master Course Syllabus as prescribed within the curriculum management system and a Course Code that conforms to the Course Numbering Standard.
- 5.8 The University ensures consistency and transparency related to the requirements for all Credit Courses, and all non-credit courses that use a grading scheme, by making available to all registered students a course outline, conforming to the Course Outline Standard, no later than the course start date.
- 5.9 Faculties/Schools are responsible for cyclical review of all curriculum and associated documentation and regulations in consultation with the Provost & Vice-President, Academic (or delegate).
 - 5.9.1 The Master Course Syllabus of every active Credit Course must be reviewed by the relevant Faculty/School Council per their procedures normally once every five years.
 - 5.9.2 Programs of study and program regulations for all credit and non-credit Programs must be regularly reviewed by the relevant Faculty/School Council per their procedures as a part of ongoing curriculum management processes.

- 5.9.3 All active Ministry-approved non-degree Programs leading to a credential (e.g., diplomas and certificates) are normally reviewed once every seven years, using the Non-Degree Program Review Template. Programs leading only to an Exit Credential are excluded. The completed review is recommended by the relevant Faculty/School Council per their procedures and approved by the GFC Committee on Academic Planning and Quality Assurance. For Programs that undergo Accreditation or professional review of a similar or more intensive nature with an external peer review process, those review documents, including the external review report, can be submitted in lieu of the Non-Degree Program Review Template.
- 5.9.4 All active Ministry-approved degree Programs at the University must be reviewed at least once every seven years, on a schedule set and posted publicly by the Provost & Vice-President, Academic (or delegate), in accordance with the associated Baccalaureate Program Review Procedure.
- 5.10 Academic units may seek and hold Accreditation as may be required for certain areas or Programs of study as may be beneficial for students and the University.
- 5.10.1 Accreditation must align with the University mandate, strategic planning documents, and policies. As such, relevant academic leaders should seek endorsement from the Provost & Vice-President, Academic and Deans' Council before pursuing new Accreditation.
- 5.10.2 Accreditation should be cost-effective for the University and add value for students.
- 5.10.3 Relevant academic leaders are expected to communicate and consult regularly with affected units and individuals concerning accreditation processes to ensure continuing capacity and alignment.
- 5.10.4 Any academic unit holding accreditation or offering an accredited Program must submit for information any Accreditation reports or reviews, and any evaluation thereof, to the GFC Committee on Academic Planning and Quality Assurance on an ongoing basis.

6.0 ASSOCIATED PROCEDURES

- Program and Course Approvals Procedure
- Baccalaureate Program Review Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Academic Calendar Policy
- Quality Assurance Handbook
- Course Numbering Standard
- Course Outline Standard
- Non-Degree Program Review Template

8.0 ACCOUNTABILITY

Policy Sponsor

Provost & Vice-President, Academic

Responsible Office

Office of the Provost & Vice-President, Academic

9.0 HISTORY

Relevant Dates

Approved: **22.06.17**

Effective: **22.06.17**

Next Review: **27.06**

Modification History

22.06.17 New policy consolidates previous policy documents to ensure consistency in curriculum development and reflect best practice. Approved by General Faculties Council Motion #GFC-03-17-06-2022.