CREDIT CURRICULUM APPROVAL POLICY			
Policy Type	Academic	**Initially Approved**	April 8, 2019
Policy Sponsor	Vice President, Academic Affairs	**Last Revised**	February 2023 April 2024
Administrative Responsibility	Registrar	**Review Scheduled**	April 2029
Approver	General Faculties Council		

A. PURPOSE

This policy is intended to ensure curriculum proposals (credit) are reviewed by appropriate parties and approved in a timely manner and given due consideration based on principles of collegiality and recognition for discipline expertise. Non-credit courses are outside the purview of this policy, unless the non-credit course will be considered towards program credit, in which case the Prior Learning Assessment process will be followed.

B. SCOPE

This policy applies to all changes and approvals to credit curriculum.

C. RESPONSIBILITY

It is the responsibility of the Vice President of Academic Affairs (VPAA) to ensure these policies are implemented and maintained, as well as to ensure that there is appropriate communication with the provincial ministry and accreditation bodies.

D. APPROVAL PROCESS

The following overview is intended to outline the administrative bodies that review proposed curriculum changes, as well as the order of review for each type of submission. Each administrative body reviews a proposal and recommends action unless otherwise noted.

1. New Programs

a. Degrees

This is a request to create a new program that leads to an approved credential. There are three stages of approval for new degree programs:

Internal Approval in Principle

- Development of the Letter of Intent by Originator (Dean of the originating Department recommends to VPAA)
- Letter of Intent (reviewed for initial approval by the VPAA and President's Cabinet, and returned to Dean)

- Originating department to engage in campus-wide consultation process (e.g., other Departments and Faculties, Information Technology, Library, Registrar, etc.)
- Faculty Council of the originating department (recommends to the VPAA)
- VPAA (after consultation with President's Cabinet recommends to APPC)
- APPC (recommends to GFC)
- GFC (approval in principle)
- Proceed to develop full proposal.
    - Development of full proposals are written by the originator in consultation with the Chair and Dean
- Faculty Council of the originating department (recommends to APPC)
- APPC (recommends to GFC)
- GFC (approves and forwards to VPAA)
- VPAA consults with President's Cabinet and proceeds to External Approval process if required. (Faculty of Theology programs proceed to Final Internal Approval process)

External Approval

- Submission of new program proposal to external oversight body
    - Undergraduate program
        - Part A to the Ministry
        - Part B to Campus Alberta Quality Council (CAQC) Minister
    - School of Ministry to Association of Biblical Higher Education (ABHE)
    - Seminary programs to the Association of Theological Seminaries (ATS) Board of Commissioners
  - VPAA receives approval to proceed from external oversight body

Final Internal Approval of Program and Courses (once external approval obtained)

- VPAA recommends Dean and Chair initiate final internal processes
- Course curriculum proposals originated by program
- Faculty Councils recommend program proposals to GFC following recommendation of course proposals by Curriculum Committee
    - Arts and Science proposals go to Arts and Science Faculty Council (recommends course proposals to Curriculum Committee)
    - School of Ministry proposals go to Arts and Science Faculty Council and Faculty of Theology Council (Faculty of Theology Council recommends course proposals to Curriculum Committee)
    - School of Education proposals go to Education Core Faculty Council (recommends course proposals to Curriculum Committee)

- School of Business proposals go to Business Faculty Council (recommends course proposals to Curriculum Committee)
- Seminary proposals to Faculty of Theology Council (recommends proposals to GFC)
- Curriculum Committee (recommends to GFC)
- GFC approves program and curriculum
- VPAA in consultation with President's Cabinet approves program implementation with consideration of budget implications

b. Diplomas or Certificates

This is a request to create a new program that leads to a credential that may or may not be approved by an external body (e.g., CAQC, ATS or ABHE). There is one internal approval stage with the possibility of an external review for new certificate or diploma programs.

- Development of the Letter of Intent by Originator (Dean of the originating Department recommends to VPAA)
- Letter of Intent (reviewed for initial approval by the VPAA and returned to Dean)
- Originating department to engage in campus wide consultation process (e.g., other departments and Faculties, Information Technology, Library, Registrar)
- Faculty Council of the originating department (recommends course proposals to Curriculum Committees) (refer to flow chart)
- External approval (optional)
- Curriculum Committees (recommends to Faculty Councils)
- Faculty Councils (recommend program proposals to APPC)
- APPC (recommends to GFC)
- GFC approves program and curriculum
- VPAA in consultation with President's Cabinet approves program implementation with consideration of budget implications

2. Program Termination

This is a request to terminate a program that leads to an approved credential.

- Letter of Intent originated by Dean (approved by the VPAA)
- Originating department to engage in campus-wide consultation process
- Faculty Council (recommends to Registrar)
- Registrar (recommends to APPC)
- APPC (recommends to GFC)
- GFC (approve)
- Undergraduate programs - Ministry of Advanced Education (final approval)
- School of Ministry programs – ABHE (notification)
- Seminary programs – ATS Board of Commissioners (notification)

3. 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 significant collective impact on program outcomes, program delivery, or to change a program element that requires GFC approval and notification of CAQC or ATS or ABHE.

- Originator (recommends to Chair)
- Chair/Associate Dean (approve)
- Originating department to engage in campus-wide consultation process for the purpose of informing and attempting to resolve potential issues
- Faculty Councils
  o Arts and Science proposals go to Arts and Science Faculty Council (recommends to APPC)
  o School of Ministry proposals go to Faculty of Theology Council (recommends to APPC)
  o School of Education proposals go to Education Core Faculty Council (recommends to APPC)
  o School of Business proposals go to School of Business Faculty Council (recommends to APPC)
  o Seminary proposals to Faculty of Theology Council (recommends proposals to APPC)
- APPC (recommends to GFC)
- GFC (final approval)
- Following GFC approval then proceed to process for approval of course changes
- CAQC, ABHE, or ATS (notification)

4. New Courses, Course Changes and Minor Program Changes

This is a request to create a new Course, delete a Course as a program requirement, change a Course or make a minor change to the program requirements within the originating Faculty/School. If the proposal is about a cross-listed course, then all relevant Faculty Councils will need to approve.

- Originator (recommends to Chair/Associate Dean)
- Originating department to engage in campus-wide consultation process for the purpose of informing and attempting to resolve potential issues
- Chair/Associate Dean of originating department (approve and recommends)
  o Development Studies (DVST)
    ▪ Chair of originating program recommends to both Arts and Science and Business Faculty Councils
    ▪ Faculty Councils recommend to Curriculum Committee
  o REL & ICS course proposals
    ▪ Chair of originating program recommends to both Arts and Science and Theology Faculty Councils

- Faculty Councils recommend to Curriculum Committee
  - o Arts and Science proposals (recommends to Curriculum Committee)
  - o School of Ministry proposals (recommends to Curriculum Committee)
  - o School of Education proposals (recommends to Curriculum Committee)
  - o School of Business proposals (recommends to Curriculum Committee)
  - o Seminary proposals (recommends to Faculty of Theology Council)
- Curriculum Committee (recommends to Faculty Councils)
- Faculty Council(s) (final approval)

5. **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.
   - Originator (recommends to Chair)
   - Chair/Associate Dean (approve)
   - Faculty Council (recommends to the Registrar)
   - Registrar (final approval)

E. ROLES, RESPONSIBILITY AND AUTHORITY

Originator is responsible to:
a. determine the appropriate approval path;
b. consult with the appropriate individuals or groups;
c. identify and assess potential impacts on programs/courses outside of the Faculty/School
d. submit Letter of Intent (where necessary and/or appropriate);
e. complete all curriculum proposal forms;
f. ensure that the information contained in the submission is accurate and complete; and
g. review feedback and resolve formal objections to a submission.

Chair is responsible to:
a. ensure that a proposal is accurate prior to the Faculty Council review;
b. support the Originator in the full completion of all relevant forms;
c. assess departmental impacts; and
d. make recommendations to the Curriculum Committee or Faculty Councils when required.

Curriculum Committee is responsible to:
a. review all course proposals in light of academic policies and for completeness;
b. assess student impact, cross impact, Library impact, and Information Technology impact statements;
c. recommend proposals in accordance with the type of submission.

d. ensure resolution of issues between programs/Faculties before approving new courses, course changes, and minor program changes.

Faculty Councils and the Education Core Faculty Committee are responsible to:
a. review all curriculum proposals;
b. make recommendations to the appropriate bodies.

Dean/Associate Dean is responsible to:
a. ensure that all curriculum proposals are reviewed by the Faculty Council;
b. identify and assess overall content, budget implications, and cross impacts;
c. ensure that potential impacts on programs/courses outside of the Faculty/School have been addressed;
d. ensure system impacts have been identified and addressed;
e. ensure all potential impacts on students have been addressed;
f. ensure all proposals are complete and accurate; and
g. recommend proposals in accordance with the associated approval path or approve proposals on behalf of the Faculty Council.

Office of the Registrar is responsible to:
a. approve editorial calendar changes;
b. recommend proposals in accordance with the associated approval path;
c. review all proposals to ensure their conformity with Calendar standards, including terminology, format, completeness of information, and accuracy;
d. ensure consistency with institutional admission requirements;
e. ensure conformity of course and program credit assignment with established policies and ministry guidelines;
f. manage transfer credit agreements;
g. ensure consistency with course and program prerequisites;
h. address all other issues that may fall within the jurisdiction of the Office; and
i. maintain the records of all approved changes to the credit curriculum.

Academic Policy and Planning Committee is responsible to review curriculum proposals, as follows:
a. policies and procedures for mounting, implementing, evaluating and deleting courses and programs;
b. the conformity of courses and programs to the University's formal statements of goals and objectives; and
c. make recommendations to General Faculties Council.

General Faculties Council is responsible to:
a. review the recommendations of the Academic Policy and Planning Committee;
b. review and approve New Programs and Program Terminations for submission to the provincial ministry or accreditation bodies;
c. review and approve Major Program Changes;

    d.   through the VPAA, ensure that the Office of the Registrar is notified of all approved submissions.
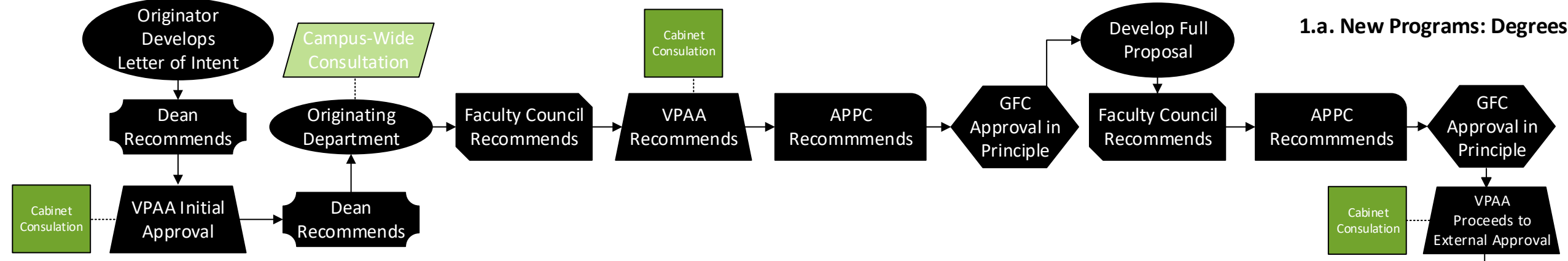
F. DEFINITIONS

This section outlines how the following terms are to be interpreted in the context of this Policy.

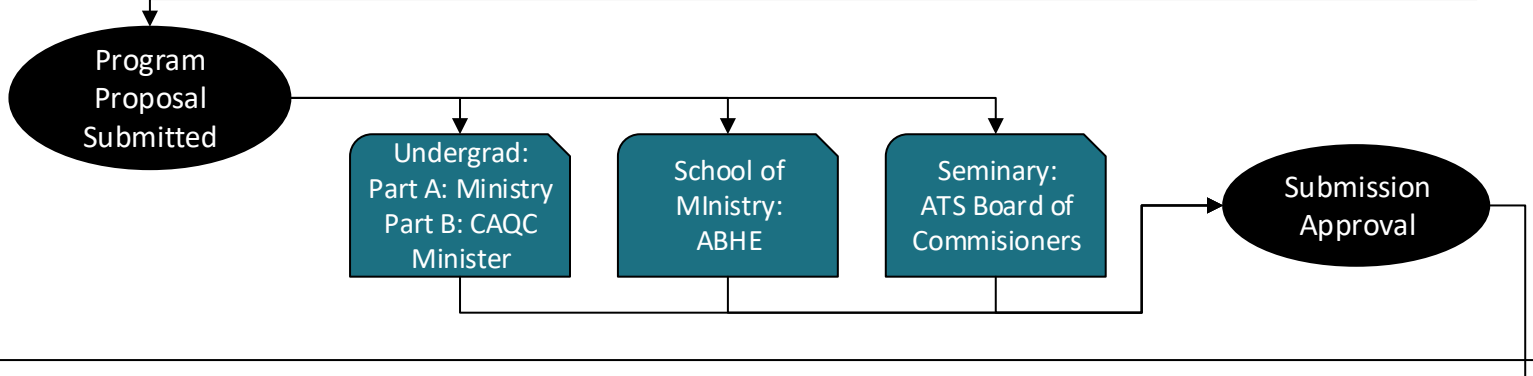|	
Accreditation	Refers to the accreditation or approval by an externally authorized body. ATS: https://www.ats.edu/uploads/accrediting/documents/commissionpolicies-and-procedures.pdf https://www.ats.edu/uploads/accrediting/documents/handbooksection-6.pdf ABHE: https://www.abhe.org/wp-content/uploads/2017/08/Substantive-Change-Policy.pdf
APPC	Academic Policy and Planning Committee.
Approval in Principle	Institutional support for full curriculum development and submission of curriculum to the provincial ministry or accreditation body.
Approve	Approval of a curriculum proposal that is required for the proposal to proceed on the approval path. Authority for final approval rests with the final review body in each approval path.
Approved Credential	Degree, diploma, or certificate that has the appropriate ministerial approval and/or accreditation approval.
CAQC	Campus Alberta Quality Council.
Course	An academic unit of instruction that has a credit weight of three (3), but could have a value from 1 – 6.
Curriculum Committee	The body that evaluates undergraduate curriculum proposals.
Department	The Department or Program Area as determined by the Faculty/School.
Faculty	The Faculty/School.

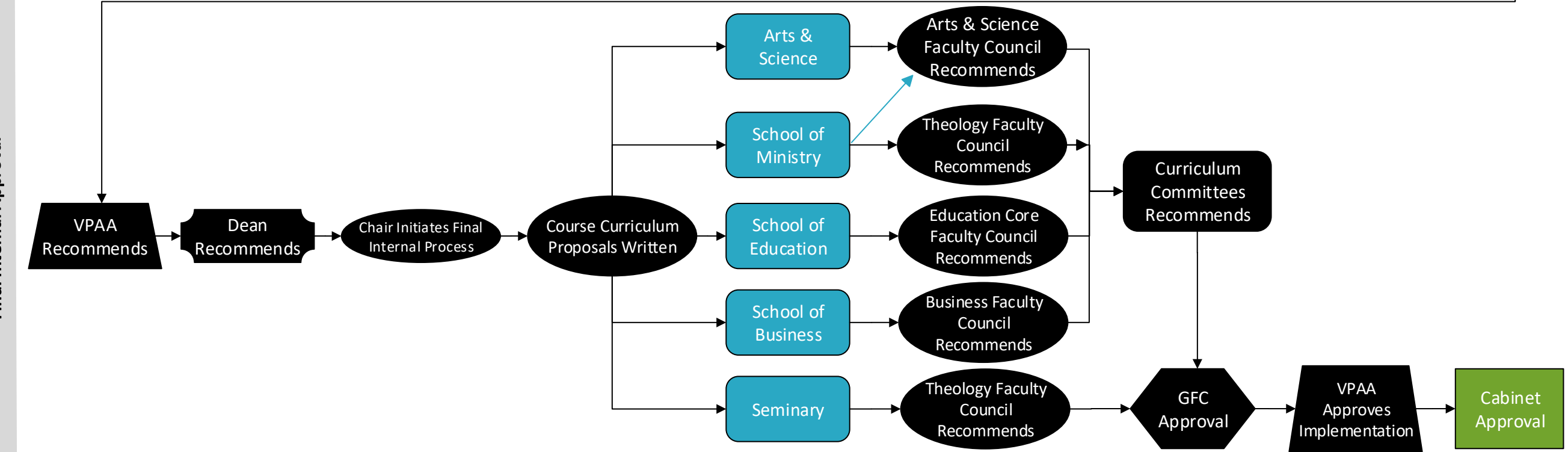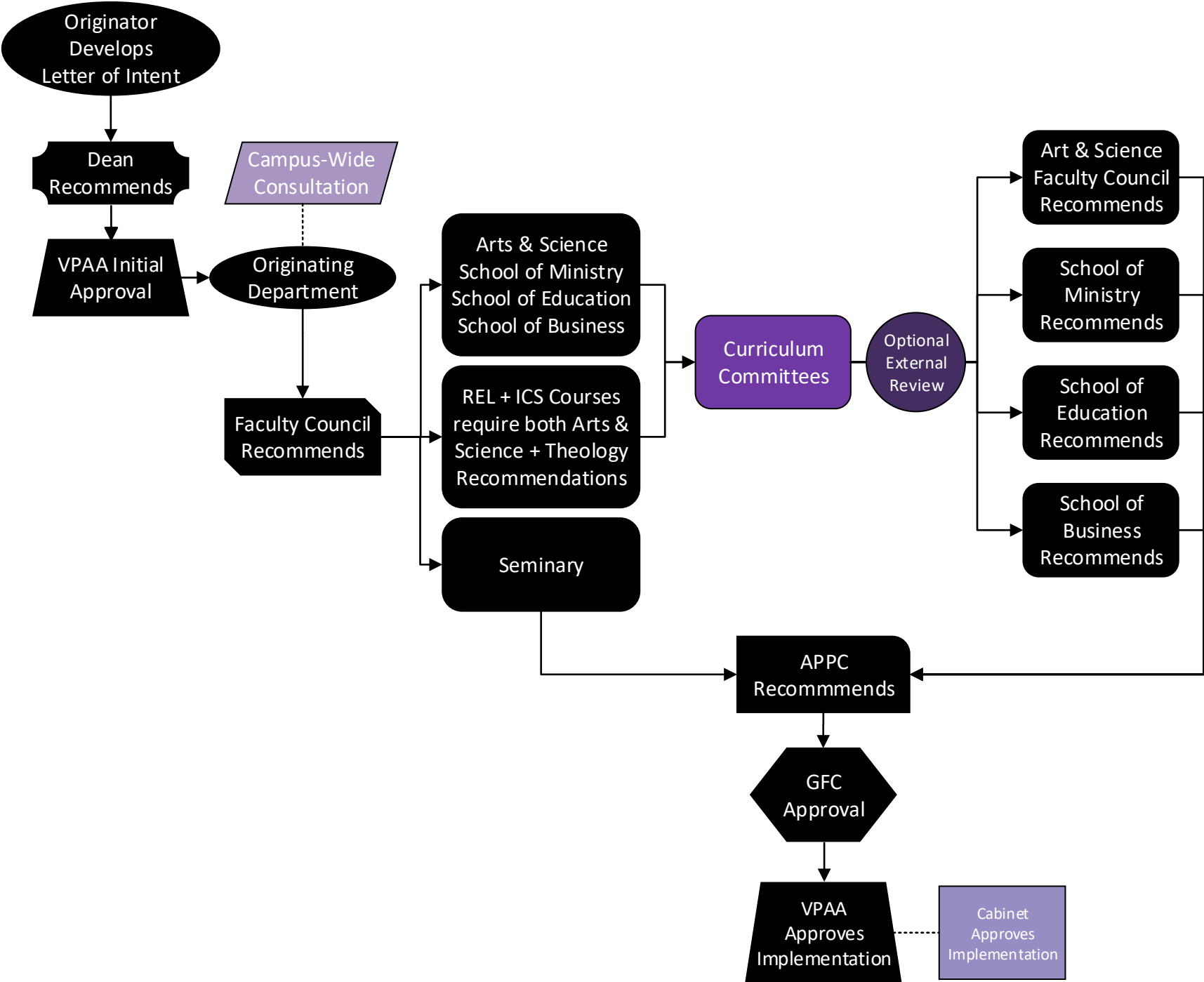|	
Faculty Council	The deliberative body responsible for the affairs, and that expresses the collective will, of the Faculty/School and is a standing committee of General Faculties Council. It is responsible to review and render decisions on approval, or recommendations, regarding proposed changes of course, programs and program admission requirements.
GFC	General Faculties Council.
Letter of Intent	The form detailing a Faculty/School's interest in proposing a new program or a Program Termination that requires ministerial approval or notification of the accrediting body.
Ministry Approval	Provincial government approval by the Ministry of Advanced Education.
Originator	An individual who prepares the curriculum proposal. It is understood that the Originator is doing so on behalf of a Department or Faculty/School.
Policy	Credit Curriculum Approval Policy.
Program Suspension	Institutional intent/decision to cease intake into and/or delivery of a program for a specified period of time. Normally, this would be no longer than four academic years.
Program Termination	Institutional intent/decision to permanently cease delivery of a program and to remove the program from the provincial Provider and Program Registry System (PAPRS).
Proposal	The form that captures the necessary information for all levels of approval.
Recommend	When an administrative body reaches agreement through a review process on the next action to be taken with a curriculum proposal. This may include, but is not restricted to, returning the proposal to the Originator, tabling the proposal for further discussion or sending the proposal to the next stage of the approval process.
University	Ambrose University

1.a. New Programs: Degrees

Internal Approval

Originator Develops Letter of Intent → Dean Recommends → VPAA Initial Approval (Cabinet Consulation) → Dean Recommends → Originating Department (Campus-Wide Consultation) → Faculty Council Recommends → VPAA Recommends (Cabinet Consulation) → APPC Recommmends → GFC Approval in Principle → Develop Full Proposal / Faculty Council Recommends → APPC Recommmends → GFC Approval in Principle → VPAA Proceeds to External Approval (Cabinet Consulation)

External Approval

Program Proposal Submitted → Undergrad: Part A: Ministry Part B: CAQC Minister / School of MInistry: ABHE / Seminary: ATS Board of Commisioners → Submission Approval

Final Internal Approval

VPAA Recommends → Dean Recommends → Chair Initiates Final Internal Process → Course Curriculum Proposals Written → Arts & Science / School of Ministry / School of Education / School of Business / Seminary

Arts & Science → Arts & Science Faculty Council Recommends
School of Ministry → Theology Faculty Council Recommends
School of Education → Education Core Faculty Council Recommends
School of Business → Business Faculty Council Recommends
Seminary → Theology Faculty Council Recommends

→ Curriculum Committees Recommends → GFC Approval → VPAA Approves Implementation → Cabinet Approval

Originator Develops Letter of Intent

Dean Recommends

Campus-Wide Consultation

VPAA Initial Approval

Originating Department

Faculty Council Recommends

Arts & Science
School of Ministry
School of Education
School of Business

REL + ICS Courses require both Arts & Science + Theology Recommendations

Seminary

Curriculum Committees

Optional External Review

Art & Science Faculty Council Recommends

School of Ministry Recommends

School of Education Recommends

School of Business Recommends

APPC Recommmends

GFC Approval

VPAA Approves Implementation

Cabinet Approves Implementation