



PROGRAM DEFINITIONS POLICY			
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A. Purpose

The Program Definitions Policy governs development and delivery of curriculum and ensures programs are consistent with standards of quality for undergraduate and graduate education. Based on standards established by legislation, approval and accrediting bodies, the policy defines academic criteria that certificate, diploma, baccalaureate and masters degree programs must satisfy.

B. Scope

The policy applies to all credit programs and credit-free courses and programs and Open Studies students.

C. Principles

1. Curriculum is developed in compliance with the guidelines of the Campus Alberta Quality Council (CAQC) or the Association for Biblical Higher Education or the Association of Theological Schools. The Canadian Degree Qualifications Framework (Council of Ministers of Education, Canada 2007) and the Alberta Credential Framework (Alberta Government 2018) also guide program development.
2. Curriculum is informed by the mission, institutional values, educational philosophy, and learning outcomes of Ambrose University.
3. All programs incorporate effective principles of learning.
4. All programs explicitly identify program outcomes or competencies.
5. All degree programs include program requirements as well as core requirements and electives.

D. Program Definitions

1. **Audit:** This refers to pedagogical outcomes and fee structures. Only credit courses may be audited. There is not evaluative component, therefore, no credit is granted for completion of the course.

2. **Concentration:** This refers to a group of 36-42 credits within a three (3) year degree and represents an increased focus on a particular area of study. These courses constitute the disciplinary specialty in a three-year degree. Concentrations must be constructed with a maximum of three (3) 100-level courses and a minimum of two (2) 300-level (or above) courses.
3. **Core course:** This is a course, or course component, which a student takes to fulfill the mission of the University and that is designed and listed as part of the principal requirements of the University's curriculum. Courses taken to satisfy this component of the program may also be used to satisfy requirements in either of the other categories (i.e., program requirements, electives).
4. **Course:** A course is an academic unit of instruction that has a credit weight, typically with a credit value of three (3) but could have a value from 1 – 6. A course may be repeated only once with the highest grade used for grade calculations, academic standing and determining eligibility to graduate.
5. **Course level:** Courses considered as junior level are those which have a course number in the 100s. Senior level courses are those numbered at the 200, 300 or 400 level. Courses in the 500 level are foundational in Education and the Seminary. Courses numbered 600 and 700 develop student learning within the discipline and lead to synthesis of the subject matter.
6. **Credit:** This refers to the value assigned to a course that counts toward program completion. Credit is determined by teaching mode, hours of instruction and length of semester or equivalent. The expectation is that undergraduate courses require 30 – 40 hours of academic effort per credit and Seminary courses require 40 hours of academic effort per credit, where academic effort includes class time (e.g., lectures, labs, studios, tutorials, etc.), experiential or blended components and all independent study (e.g., essays, assignments, readings, preparation, study, reflection, etc.). Education classes use a modified schedule condensing course delivery based on credit hours per course.
7. **Cross-leveled courses:** These are courses taught with both seminary and undergraduate students in the same classroom. The courses are listed in both the Undergraduate Academic Calendar and course listing, and in the Seminary Academic Calendar and course listing. It is possible for a course to be both cross-leveled and cross-listed.
8. **Cross-listed courses:** These are courses listed within either the Undergraduate or the Seminary Calendar, but in more than one discipline within that Calendar. It is possible for a course to be both cross-leveled and cross-listed.
9. **Directed Study:** A directed study is a privilege for students enrolled in a degree program whereby they may attempt a course which is either not currently offered or is offered but for which they cannot register due to unavoidable circumstances. Directed studies will be considered when the student has a) a cumulative GPA of 2.0 or higher; b) completed 50% of a degree program, c) the course is a required course in the degree program (i.e., elective courses are not normally eligible), and d) the course has been unavailable due to unavoidable circumstances.
10. **Dual credit course:** This is a course delivered in collaboration with school districts that allows students to complete an Ambrose University course and simultaneously receive high school credit.

11. **Educational Travel Study:** Educational travel study means any trip (e.g., a Travel Study or other similar trip) offered for educational credit at Ambrose or otherwise offered by an academic program or sanctioned by Ambrose, involving Ambrose students, and including at least one overnight stay. This definition applies both to international and domestic educational travel. This applies to all Ambrose-sanctioned educational travel study, offered through academic programs, with the exception of:
- Travel related to Internship programs
 - Research-related travel with a faculty member
 - Athletic team travel and student leadership travel
12. **Electives:** These are courses that are not prescribed in the program requirements.
- 12.1. **Arts and Science electives:** These are included in the Bachelor of Arts program and mean an Arts and Science course chosen by the student, provided the necessary prerequisites have been met. Courses approved for this category are listed in the Academic Calendar.
- 12.2. **Open electives:** This means any course chosen by the student, provided any necessary prerequisites have been met. All Accounting (ACC), Business (BUS), Professional Studies (PST) and selected Kinesiology (KIN) courses will apply to Ambrose University Arts and Science degrees as Open Electives. Field Education (FE) courses cannot be applied to Arts and Science degrees.
- 12.3. **Discipline specific electives:** These are courses chosen by the student within a specified discipline.
13. **Experiential Learning:** An umbrella term that includes practicum, laboratory, high-impact learning experiences, internship, field studies, and work-integrated learning. Students may or may not receive pay. These types of activities must have learning outcomes. *Refer to the Experiential Learning Definitions Policy.*
14. **Independent Study:** This is an individual research project which investigates an area or topic not treated extensively in a regular course. It is designed in consultation with the instructor who supervises the independent study. A maximum of 6 credits in this type of study may be undertaken in a degree program. Students must have completed half of the degree program before undertaking this type of study. This is a privilege for students enrolled in a degree program who meet the minimum GPA degree requirements.
15. **Laboratory (Labs):** A course component in which students engage in practical projects (e.g., experiments, surveys, observations), testing and applying course concepts in a controlled and supervised setting. Labs are normally 2-3 hours in length.
16. **Major:** Majors are a minimum of 42 credits in a particular area of study in a four-year program with 30 credits taken at the senior level. The designation for Major will normally appear on the transcript and the degree parchment.
17. **Minor:** Minors are a set of no less than 18 prescribed credits within a 120 or 90 credit program. They represent a second discipline as a complement to a major or concentration. Students may declare up to two minors. Minors are recorded on transcripts but not degree parchments. A minimum cumulative GPA of 2.0 in all minor courses is required to earn a minor. Minors are not available to students in a diploma

or certificate program. Courses at the 400-level cannot apply to a minor for students enrolled in a ministry program.

18. **Modular class:** A course that is offered in a compressed schedule.
19. **Open Studies:** This is a status granted to eligible students taking courses without enrolling in a particular academic program. This is a temporary designation only and students in this category are limited in the number of courses in which they can register (5 in undergraduate programs and 3 in Seminary programs). To continue past Open Studies, students who have completed the maximum number of course must apply and be accepted in an academic program. Students do not graduate from Open Studies.
20. **Program requirements:** This is a set of prescribed courses within a program that defines the primary area of study or major.
21. **Semester:** The major semesters are Fall and Winter. Each of these semesters is 13 weeks plus reading week and additional days for final exams. Spring semester is flexible in terms of length, occurring between graduation and July 31. Refer to “Teaching Days”.
22. **Stream:** This term is used in relation to four (4) year degrees and describes a subspecialty within a degree. A stream may range between 15 – 30 credits.
23. **Substantive change:** A change that has a significant collective impact on program delivery or to change a program element that would require change to admission requirements or program learning outcomes. As a rule of thumb, any change that impacts 20% of the program requirements.
24. **Teaching Days:** This refers to the number of teaching days within a Fall and Winter semester. (Refer to *Teaching Days* policy.)
25. **Tutorial:** A course component in which students review and/or receive supplemental instruction relating to in-class learning, discussing and/or applying theories, methods, concepts, or data. Tutorials normally involve small groups of students and are normally between 60 and 90 minutes in length.
26. **Withdrawal from Courses:** A formal application through the Office of the Registrar to be removed from a course prior to the Withdrawal deadline (see Academic Schedule) with the exception of students in the School of Education who must obtain approval from their faculty to withdraw from a course. Students who withdraw from more than 30 credits attempted at Ambrose University will be required to withdraw from their program.

E. Time Limitation for Completion of Credentials

1. Normally, there is no time limitation for the application of credit toward an Ambrose credential for any Course completed at Ambrose or at any recognized accredited post-secondary institution.

2. Time limitations (stale dating) may be imposed if the Course content is particularly time sensitive. Any such time limitations must be approved by the Dean of the appropriate Faculty upon recommendation from the Chair.
3. All graduation requirements for a baccalaureate degree must be completed within eight (8) years of admission to the program. Exemptions may be granted.
4. All graduate requirements for a masters degree must be completed within ten (10) years of admission to the program. Exemptions may be granted.
5. There is no limit on the number of years for completion of a certificate or diploma.
6. Students unable to complete a credential within the stated time limits will be removed from the program and be required to apply for readmission.

F. Certificate Credentials

1. Credit Certificate
 - 1.1. Generally, this credential will be a minimum of 5 courses (15 credits) in length. The program may include program requirements, core and elective courses.
2. Credit-free Certificate or Designation
 - 2.1. Programs of this type must have a minimum of 50 instructional hours.

G. Diploma Programs

1. Undergraduate diploma programs will have a minimum of 20 courses (minimum of 60 credits and a maximum of 24 courses (maximum of 80 credits).
2. Graduate programs will have a minimum of 10 courses (minimum 30 credits).

H. Baccalaureate Degree Programs

1. A baccalaureate degree is a provincially recognized program. A four-year degree consists of no less than 120 credits. A three-year degree requires 90 credits. A two-year after degree requires 60 credits. A degree is normally comprised of program requirements, core courses and electives. Because of accreditation or program approval requirements, the number of courses in each group may vary.
2. Four and Three Year Baccalaureate Degree Programs
 - 2.1. Arts and Science Programs (Bachelor of Arts and Bachelor of Science)
 - 2.1.1. Program requirements will not be more than 72 credits within a 120 credit program and 42 credits within a 90 credit program.
 - 2.1.1.1. Earning a Double Major or a Double Concentration - All the program requirements (including credits) of both majors or both concentrations must be fulfilled. Only one degree is granted.

- 2.1.1.2. Earning a Major and a Concentration from different subject areas within the same degree – All program requirements (including credits) of both the major and the concentration must be fulfilled. Only one degree is granted.
 - 2.1.1.3. Upgrading a Concentration to a Major within the same subject area – Upgrading a three-year concentration to a four-year major requires fulfilling the requirements of the four-year major. The concentration will be rescinded when the major is completed.
 - 2.1.2. Core course requirements of 33 credits are required in both 120 and 90 credit programs:
 - 2.1.2.1. 9 credits in Christian Formation
 - 2.1.2.2. 3 credits in Fine and Performing Arts
 - 2.1.2.3. 6 credits in Science or Numeracy
 - 2.1.2.4. 6 credits in Social Sciences
 - 2.1.2.5. 9 credits in Humanities
 - 2.1.2.6. An exception to core course requirements is considered a major program change and therefore must follow the Credit Curriculum Approval Policy (Section 3: Major Program Changes)
 - 2.1.3. Electives
 - 2.1.3.1. Normally, Open Electives constitute a maximum of 18 credits from the total number of a 120 credit degree.
 - 2.1.3.2. Arts and Science Electives
 - 2.1.4. A minimum of 72 credits must be at the 200-level or higher for a four-year degree, 45 credits must be taken at the 200-level or higher for a three-year degree.
 - 2.1.5. A maximum of 72 credits may be taken in any one discipline for a four-year degree and 42 credits for a three-year program.
 - 2.1.6. Every program will have a capstone course.
 - 2.1.7. Up to 60 credits may be transferred from another institution for a four-year degree and 45 for a three-year degree.
 - 2.1.8. A minimum of 60 credits for four-year degrees and 45 credits for three-year degrees must be completed at Ambrose University.
- 2.2. Professional Programs
- 2.2.1. Bachelor of Music
 - 2.2.1.1. Music requirements not more than 51 credits
 - 2.2.1.2. Core course requirements of 33 credits
 - 2.2.1.2.1. 9 credits in Christian Formation
 - 2.2.1.2.2. 3 credits in Fine and Performing Arts
 - 2.2.1.2.3. 6 credits in Science or Numeracy
 - 2.2.1.2.4. 6 credits in Social Sciences
 - 2.2.1.2.5. 9 credits in Humanities
 - 2.2.1.2.6. An exception to core course requirements is considered a major program change and therefore must follow the Credit Curriculum Approval Policy (Section 3: Major Program Changes)
 - 2.2.1.3. Music Ensemble 12 credits

- 2.2.1.4. Applied Music 24 credits
- 2.2.1.5. Open Electives 3 credits
- 2.2.1.6. A minimum of 72 credits must be at the 200-level or higher for a four-year degree, 45 credits must be taken at the 200-level or higher for a three-year degree.
- 2.2.1.7. A maximum of 72 credits may be taken in any one discipline for a four-year degree and 42 credits for a three-year program.
- 2.2.1.8. Every program will have a capstone course.
- 2.2.1.9. Up to 60 credits may be transferred from another institution for a four-year degree and 45 for a three-year degree.
- 2.2.1.10. A minimum of 60 credits for four-year degrees and 45 credits for three-year degrees must be completed at Ambrose University.

2.2.2. Bachelor of Business Administration

- 2.2.2.1. Business requirements not more than 63 credits
- 2.2.2.2. Core course requirements of 33 credits
 - 2.2.2.2.1. 9 credits in Christian Formation
 - 2.2.2.2.2. 3 credits in Fine and Performing Arts
 - 2.2.2.2.3. 6 credits in Science or Numeracy
 - 2.2.2.2.4. 6 credits in Social Sciences
 - 2.2.2.2.5. 9 credits in Humanities
 - 2.2.2.2.6. An exception to core course requirements is considered a major program change and therefore must follow the Credit Curriculum Approval Policy (Section 3: Major Program Changes)
- 2.2.2.3. Pre-Professional Requirements
- 2.2.2.4. Electives
 - 2.2.2.4.1. Business and Society Elective
 - 2.2.2.4.2. Normally, Open Electives constitute a maximum of 18 credits from the total number of a 120 credit degree.
- 2.2.2.5. Optional Business Streams
- 2.2.2.6. A minimum of 72 credits must be at the 200-level or higher for a four-year degree, 45 credits must be taken at the 200-level or higher for a three-year degree A maximum of 72 credits may be taken in any one discipline for a four-year degree and 42 credits for a three-year program.
- 2.2.2.7. Every program will have a capstone course.
- 2.2.2.8. Up to 60 credits may be transferred from another institution for a four-year degree and 45 for a three-year degree.
- 2.2.2.9. A minimum of 60 credits for four-year degrees and 45 credits for three-year degrees must be completed at Ambrose University.

2.3. School of Ministry Programs

- 2.3.1. The Association of Biblical Higher Education (ABHE) programmatic standards (Section 11: Academics) provide structure for these degrees

- 2.3.1.1. A core of bible and theology studies are met by 18 credits in Biblical Foundations and 18 credits in Theology and History
 - 2.3.1.2. A core of professional studies is met by 21 courses in Personal and Pastoral Foundations and 15 credits in the Ministry Stream
 - 2.3.1.3. General education requirements are met by the two Arts and Science minors
 - 2.3.1.4. Field Education for 12 credits
3. Two (2) Year After Degree Program (B.Ed.)
- 3.1. 60 credits in 12 required courses (across 4 curriculum components) which are designed to articulate the competencies of the Alberta Teaching Quality Standard
 - 3.1.1. 18 credits in Curriculum Design and Program Development
 - 3.1.2. 18 credits in Learning Theory and Application
 - 3.1.3. 12 credits in Society and Culture: Methodologies and Practices
 - 3.1.4. 12 credits in Field Experience
 - 3.1.5. Exit Capstone Portfolio
4. Every program will incorporate a work-integrated learning component. *Refer to the Experiential Learning Definitions Policy.*

I. Masters Degree Programs

- 1. A masters degree is a program of no less than 60 credits.
 - 1.1. The type of courses in each degree may vary because of accreditation requirements.

J. Exemptions from Program Definitions

In cases where there are demonstrable accreditation requirements that would necessitate an exemption from the stated definitions, program may apply to General Faculties Council for a modification of the Program Definition requirements following the Credit Curriculum Approval Policy. Where such modifications are necessary, they should be made while retaining as much of the normally prescribed Program Definition requirements as possible.