

PROGRAM APPROVAL AND REVISION POLICY

Policy Name Program Approval and Revision	Responsible Owner Vice-President, Academic and Research	Created 2023 November Date Effective
Policy Number E 3.04	Approval Body Board of Governors	Last Reviewed/Revised Revised May 2024
Category Education	Replaces E-3.03	Next Review 2029

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PURPOSE

The purpose of this policy is to determine the processes and requirements for program revisions and new program approvals.

SCOPE

This policy applies to all credentialed programs that are authorized through the Education Council (EdCo) approval process.

DEFINITIONS

Credentialed Program – programming that has received formal College approval by the Board of Governors with the advice of Education Council.

Consultation – a transparent, objective, documented process of ensuring that feedback from internal and external interested parties is deliberately sought and considered.

Program – a course of study that leads to a college academic credential.

POLICY STATEMENTS

1. Northern Lights College (NLC) follows established provincial legislation and NLC by-laws and procedures to approve new programs and program revisions that meet the strategic directions and standards of quality as determined by NLC and regulatory bodies.
2. NLC's programs support the College's vision and direction as described in its Strategic and Academic Plans.
3. NLC's programs meet standards of quality through rigorous program development, approval and review processes.
4. All new program proposals which seek an NLC credential are developed through a transparent and objective consultation process that is thoroughly documented.
5. NLC maintains a New Program Development document with guidelines and templates to help developers align with this policy. Under the authority of the Vice President Academic and Research, these documents are reviewed and updated regularly.
6. The development of new programs and program revisions includes engagement with an advisory committee and/or articulation committee and, where relevant, with external accrediting and professional bodies, Indigenous communities, and partners.
7. New program proposals include a feasibility assessment that identifies the short and long-term demand for the program, associated costs, and impacts to the institution and its communities.
8. Developers are required to complete Degree Quality Assessment requirements required by the Ministry and, when relevant, complete an application for the Post-Secondary Institution Proposal System (PSIPS), that is reviewed and submitted by the VP Academic and Research.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Program Review Policy E-3.07, Procedures, and Templates

New Course Approval, Course Revision, and Course Outline Policy E-3.09 and Procedures

Education Council By-Laws

Edco Curriculum Committee Terms of Reference

RELATED ACTS AND REGULATIONS

Approval and maintenance of programs at NLC is guided by responsibilities defined within the *College and Institute Act* and by the BC Degree Quality Assessment Board (DQAB) Guidelines and Criteria.

RELATED COLLECTIVE AGREEMENTS

N/A