POLICY

Nunavut Arctic College shall develop new courses as needed.

PRINCIPLE

1. Nunavut Arctic College recognizes changes in technology and workplace will require the development and approval of new courses.

PROCEDURE

1. All new course outlines, both credit and non-credit are developed, approved and stored electronically on the Curriculum Management System (CMS).

2. Workflow for the development of new courses is as follows:

    i.   Initiated by the Program Director as a request in the CMS.
    ii. Reviewed by the Curriculum Committee
    iii. Approved by the Curriculum Committee or sent back to the Initiator for revision.

3. Once approved, the College Registrar will assign a course number and enter into the Student Record System.

4. For changes to approved Credit Course Outlines, refer to Policy C.48 – Program and Course Changes.

5. Replaced or discontinued credit course outlines will be maintained in perpetuity by the office of the Registrar.