

C.48 Program and Course Changes

Academic Matters

Nunavut Arctic College

POLICY

Nunavut Arctic College will develop and maintain a process for regular review and update of program and course curriculum.

PRINCIPLES

1. Nunavut Arctic College is committed to maintain high standards of educational excellence.
2. The College recognizes that post-secondary learning takes place in an increasingly complex world where knowledge increases at a rapid pace and that College programs and courses must reflect these changes.
3. College program and course content must be consistently and regularly revised to ensure each student has the opportunity to learn the latest theories and skills.

PROCEDURE

1. Nunavut Arctic College ensures that program and course curriculum are reviewed and updated on an annual basis and maintained electronically in the Curriculum Management System (CMS).
2. Workflow for the Revision of Non-credit courses is as follows:
 - i. Initiated by Program Director as a request in the CMS
 - ii. Reviewed and approved by Curriculum Committee
3. Workflow for the revision of Credit courses follows two paths depending on the level of change, Minor or Major:
 - a) A **major course change** is any change to the described learning outcomes or evaluation criteria. All other changes are **minor changes**. Workflow for a Major Course Change 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.

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b) Workflow for a Minor course change is as follows:

- i. Initiated by Senior Program Instructor
- ii. Reviewed and approved by the Program Director

4. Changes to the content of Programs are also classified as Minor or Major Changes: any change to the core/elective balance is a Major Change.

a) Workflow for a Major Program change is as follows:

- i. Initiated by Program Director as a request in the CMS
- ii. Reviewed by Curriculum Committee
- iii. Recommended by Curriculum Committee
- iv. Approved by the Board of Governors

b) Workflow for a Minor Program Change:

- 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.

5. The most recently approved program and course outlines in the CMS will be used for instruction. No other program or course outline bearing the name and / or number is to be used.