



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

**TOPIC: PROGRAM APPROVAL – NEW AND REVISED PROGRAMS**

<b>Policy No.</b>	AC-106	<b>Division</b>	Academics
<b>Related Procedure</b>	AC-106-PR	<b>Board Policy Ref.</b>	BP-AC-102B
<b>Related Policy</b>	AC-101	<b>Effective Date:</b>	December 4, 2002 (R4)

### 1. PURPOSE AND SCOPE

The purpose of this policy is to describe the process governing the academic approval of all new programs for which a Diploma, an Advanced Diploma, or a Certificate, will be issued. This policy also describes the process governing the revision of previously approved Diploma, Advanced Diploma and Certificate programs (as defined in Policy AC-101).

This policy is not intended to and does not, therefore, provide a process governing the approval and/or revision of programs in which a Diploma, Advanced Diploma or Certificate will not be issued. Further, this policy is not intended to and does not, therefore, provide a process governing the non-academic (administrative) approval of programs for which a Diploma, Advanced Diploma or Certificate will be issued.

### 2. POLICY

2.1 It is the policy of the College that Academic Council and the Board of Governors must approve the implementation of all new programs where a Diploma, Advanced Diploma or Certificate will be awarded. Recommendations for new programs will be supported by a comprehensive proposal developed in accordance with guidelines established by Academic Council.

It is also the policy of the College that Academic Council and the Board of Governors must approve the implementation of all major revisions to existing programs where a Diploma, Advanced Diploma or Certificate is awarded. Recommendations for major revisions to existing programs

will be supported by a proposal developed in accordance with guidelines established by Academic Council.

2.2 It is also the policy of the College that any area of study which does not meet the criteria defined for an “approved” program (Reference 2.1 above) will be awarded a Certificate of Continuing Studies.\* This area of study may be delivered on a full-time basis over a maximum of a 2 semester period and may consist of one or more courses which address any one or more of the following:

- Occupational skill development
- Academic study
- Generic skills
- Personal growth skills

\* Refer to Policy AC-101

**3. PROCEDURE**

The Vice-President of Academic and Learner Services shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	January 15, 1998
Revision 1	November 9, 1998
Revision 2	April 1, 1999
Revision 3	December 4, 2002
Next Review	December 2011