







AU Approval Processes for New Program Proposals and Changes to Existing Programs and Courses

Consultation: Consultations with affected faculties and/or administrative units are expected prior to submission to FGS (for graduate programming) or to APPSC (for undergraduate programming).
For consultation requirements and required templates please refer to the [Program Development page of the Office of the Provost & Vice President Academic website](#).

Table Key

 = recommending body
  = approving body
  = for information only
  = requires template

AAE:	Alberta Advanced Education
APPSC:	Academic Planning, Policy, and Standards Committee of GFC
BoG:	Board of Governors
CAQC:	Campus Alberta Quality Council
FGS:	Faculty of Graduate Studies Faculty Council (for graduate programming only)
GFC :	General Faculties Council
PVPA:	Provost & Vice President Academic

Glossary of Terms

Specialization: The principal discipline or disciplines that constitute the program of study in a degree program; the secondary level of subject specification within the primary degree level. At the undergraduate level this is also called a major. E.g. Mathematics major in the Bachelor of Science degree; Integrated Studies specialization in the Master of Arts degree.

Focus Area: At AU, a third level of subject concentration within a graduate degree specialization program. E.g. Master of Arts with a specialization in Integrated Studies and a focus in Cultural Studies.

Program Load Characteristics: Elements that comprise program load include program length, instructional credits and practicum credits.

Program Suspension: Suspension of a program closes the program to new registrants but typically leaves the program open to continuing students to allow them to complete the program within a specified timeframe before the program is terminated or reactivated.

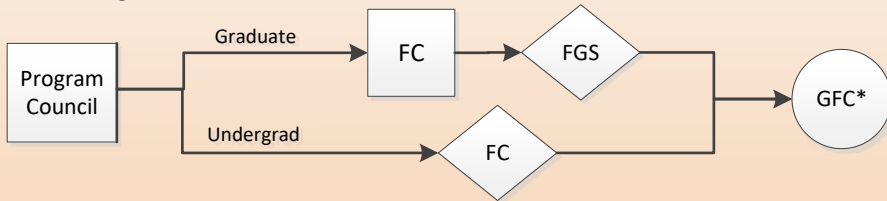
Program Reactivation: The reopening of a program that has been suspended for a brief period of time (typically 1-2 years).

Program Closure: Termination of a program, following a period of suspension, once all existing students have completed or transferred elsewhere.

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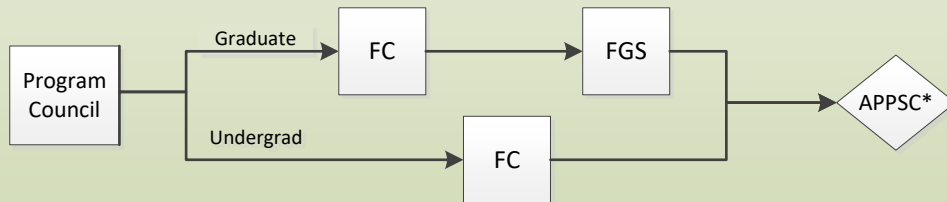
Approval Process for Program Changes

Course opening (includes assigning course title, level, credit value, and discipline/area of study), course closure, changes to course title, level, credit value, and discipline/area of study, where there is no impact on credential regulations; courses added or removed within the list of electives in credential regulations.



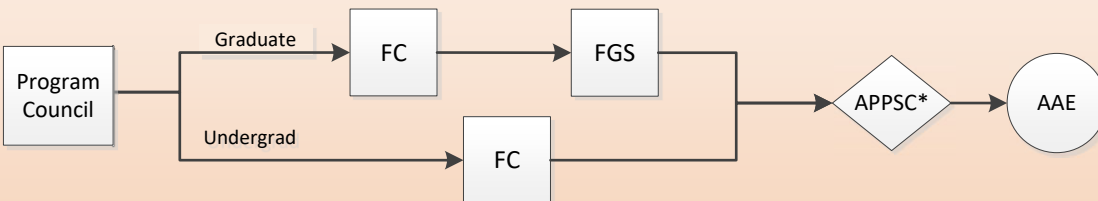
*Faculty reports to GFC for information only on the above authorities delegated by GFC.

Program regulation changes (excluding the above)



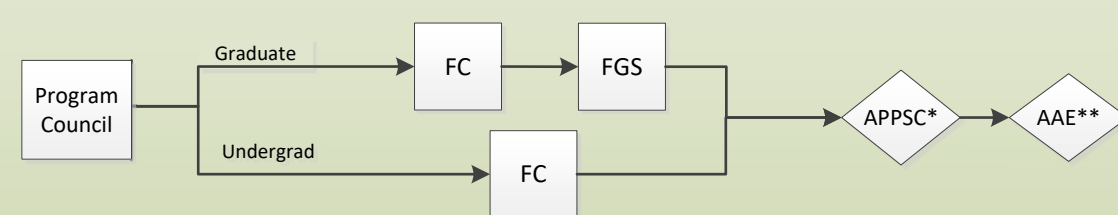
*Or to GFC for approval if the changes are to be applied retrospectively or, if in the opinion of the PVPA, APPSC should recommend to GFC.

New graduate level thesis route or course route



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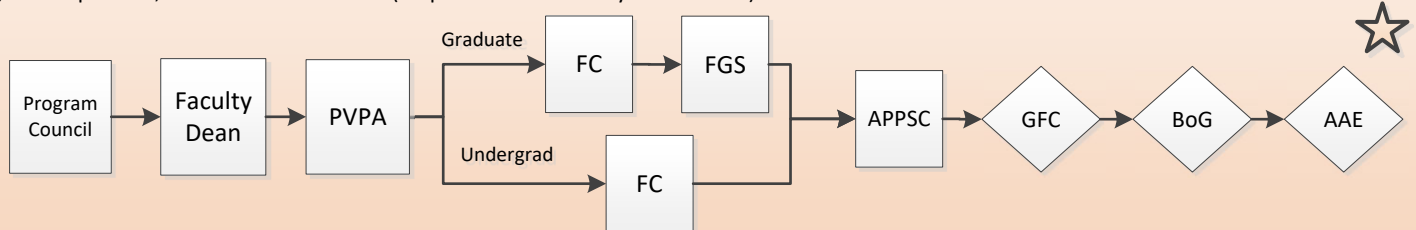
Program/specialization name change; changes to program load characteristics, including program length, instructional credits and practicum credits

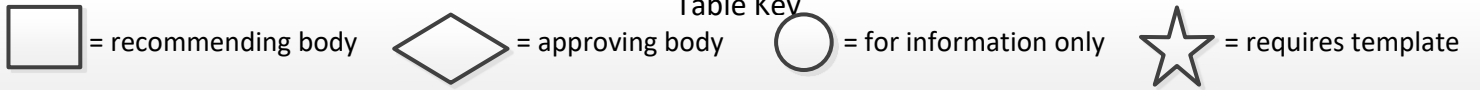


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** For degree programs, name changes and substantive changes to curriculum resulting in load changes may require referral by AAE to CAQC

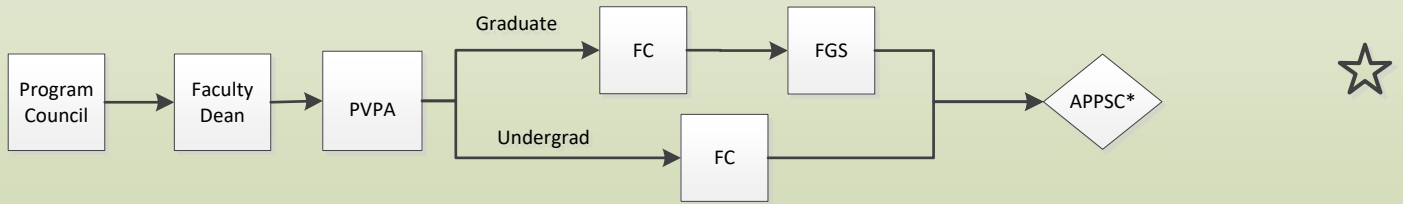
Program suspension, reactivation or closure (suspension followed by termination)





Approval Process for New Program Proposals

New undergraduate minor or graduate level focus area



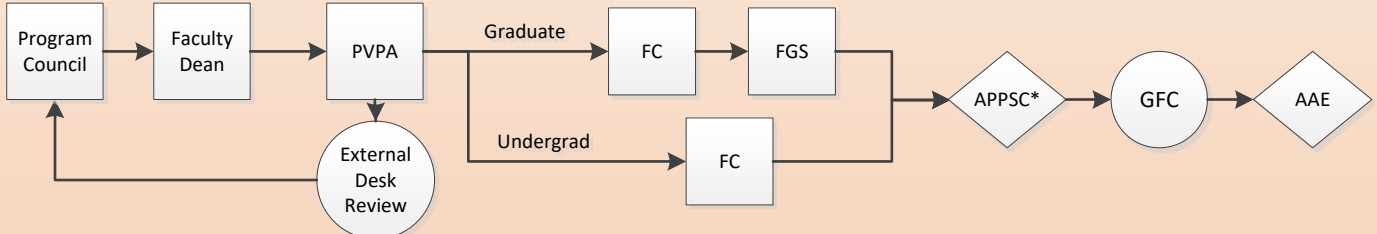
*Or to GFC for approval if, in the opinion of the PVPA, APPSC should recommend to GFC

New certificate or diploma associated with an existing degree program, using a majority of existing courses (e.g. University Certificate in Finance associated with the Bachelor of Commerce in Finance degree)

Step One: Notice of Intent



Step Two: Program Proposal



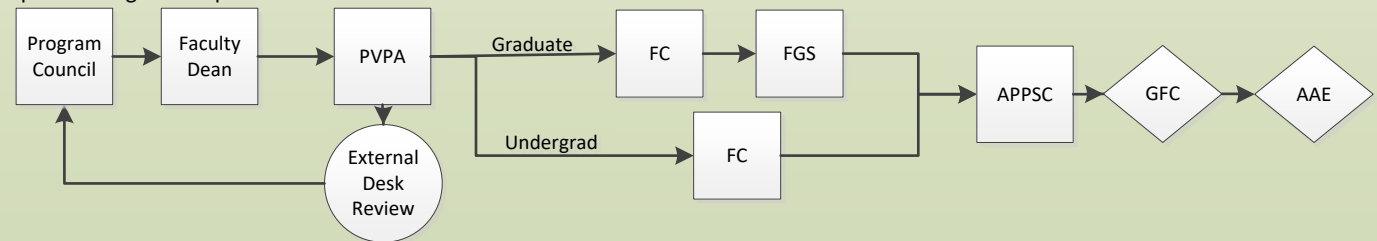
*Or to GFC for approval if, in the opinion of the PVPA, APPSC should recommend to GFC

New certificate or diploma **not** associated with an existing program, using primarily *new* courses (e.g. Graduate Diploma in Legislative Drafting)

Step One: Notice of Intent



Step Two: Program Proposal



New degree program (e.g. Master of Architecture) or specialization within an existing degree program (e.g. German major in existing BA degree)

Step One: Notice of Intent



Step Two: Program Proposal

