Senate

Policy Name	**Development of New and Modified Academic Programs, Policy and Procedures**
Policy Number	CAPP 2016-01
Origin	Committee on Academic Policy and Planning (CAPP)
Authority	Senate
Date of Original Approval	2016-5-25
Supersedes	Development of New Academic Programs, Policy and Procedures
Senate Approval Dates	2017-10-27; 2016-5-25
Effective from	2017-10-27
Review/Retirement Date	October 2022
Responsibility for Revision	Chair of CAPP
Responsibility for Implementation	Vice-President Academic and Provost, Deans

Purpose:
The purpose of this policy is to ensure that any new or modified (as defined by MPHEC) academic program being proposed at Mount Saint Vincent University meets the standards of academic integrity and quality of both the University and the Maritime Provinces Higher Education Commission (MPHEC).

Scope:
This policy applies to all new and modified (as defined by MPHEC) academic programs being developed at the University.

Policy:
Senate has the academic authority to approve new and modified programs at the University. New and modified academic programs must be aligned with the University's mission and strategic objectives, have the potential to attract students, and be consistent with the learning outcomes identified for the program. The University must also determine whether there are, and will be, sufficient resources to offer a program of highest quality. Proposals for new and modified programs must be reviewed and recommended first by either the Undergraduate Curriculum Committee (UCC) or the Graduate Studies Program and Policy Committee (GSPPC),

and then by CAPP. CAPP will forward the proposals to Senate. Following approval by Senate, new and modified programs must be submitted to MPHEC. Programs cannot be implemented until they have been approved by MPHEC.

Procedures:

- Departments, programs or other groups of faculty contemplating developing a new or modified program must consult with the appropriate Dean(s), the Chair of UCC or GSPPC (as appropriate), other academic departments, Information Technology and Services, Distance Learning and Continuing Education, the Library, the Registrar's Office, and any other departments that might be affected by the proposal.
- It is the responsibility of the department or program to prepare the proposal in accordance with the current MPHEC requirements. The complete proposal should be submitted to the Chair of the UCC or GSPPC, copied to the appropriate Dean(s). Incomplete proposals will be returned to the department or program for further development.
- If new courses are being proposed that will be part of the new program, the course proposals should be submitted at the same time as the program proposal. If a new course could serve as an elective in an existing program, it can be submitted separately.
- UCC/GSPPC will review proposals and may solicit further information from the department or program.
- UCC/GSPPC will request input from each academic and academic support unit affected, notify all department chairs and make copies of the proposals available in the Deans' Office. Units have one month in which to provide feedback.
- Proposals approved by UCC or GSPPC will be forwarded to CAPP, along with any new course proposals that have been developed for the program and have been reviewed and recommended by UCC and GSPPC.
- CAPP will review the proposal and may solicit further information.
- Proposals approved by CAPP will be forwarded to Senate, along with any new course proposals for the program.
- Following Senate approval, the proposal will be submitted to MPHEC.