| Policy Name | **Program Creation** | | |
|---|---|---|---|
| Policy # | **B.13** | Category | **Governance and Organization** |
| Approving Jurisdiction | **Board of Governors** | Replaces | **June 2022** |
| Administrative Responsibility | **Education and Training** | Version | **2025-01-16** |
| Procedures Approved by | **President** | Next Review Date | **TBD** |


**See the related POLICY (link to be added when posted)**
Program Creation


**DEFINITIONS**

**Academic credit documents of recognition:** Documents issued upon successful completion of credit programs.

**Academic non-credit documents of recognition:** Documents issued to recognize achievement or completion in non-credit courses and programs.

**Honourary documents:** Academic documents, for which Aurora College has waived all the usual requirements, awarded to an individual to honour their significant and lasting contributions to society.

**Documents of community recognition:** Non-academic documents issued by Aurora College to acknowledge and recognize contributions to the college or to specific units within it.

**Program:** For the purpose of this policy, a program is an integrated set of courses and related learning activities within an academic unit that collectively will lead to either a document of recognition or achieving the entrance requirements of another program.


**PROCEDURES**
The program creation process has several steps of input and approval to complete. This procedure outlines the steps required for success in the creation of a program.

**1.0    Program Concept paper**

    1.1      All new program concepts require a completed Program Concept Paper (See Related Documents: Program Concept Paper) which is to be submitted to the Vice President, Education and Training.

    1.2      The Executive Leadership Team will evaluate the viability of the program concept based on development resources needed and institutional fit.

    1.3      If the program is considered for development, the Vice President will direct an academic unit to complete an environmental scan and a stage 1 program proposal.

    1.4      Program concepts which have been denied can be reconsidered in the future. A rationale will be provided when program concepts are not recommended.

**2.0    Complete a New Degree and Non-Degree Program Proposal: Stage 1**

    2.1      Complete an Environmental Scan of similar programs.

    2.2      Complete consultations if necessary.

    2.3      Complete the New Degree and Non-Degree Program Proposal: Stage 1 (See Related Document: New Degree and Non-Degree Program Proposal: Stage 1 Template).

    2.4      Submit to the appropriate Vice-President.

    2.5      If approved, the Vice-President will forward to the Academic Council for approval. If not approved, a rationale will be provided.

    2.6      If approved, the Academic Council will forward to the Board of Governors for information.

**3.0    Complete a System Coordination Review**

    3.1      The System Coordination Review application form can be found here: https://www.ece.gov.nt.ca/sites/ece/files/resources/nwt9365_fillable.pdf

    3.2      A system coordination review will be submitted by the Vice-President, Education and Training to the Government of Northwest Territories Department of Education, Culture and Employment.

3.3 The Government of Northwest Territories Department of Education, Culture and Employment will notify Aurora College about the status of the application. If approved, complete the appropriate program proposal stage 2 template.

**4.0 Complete the Program Proposal: Stage 2**

4.1 Based on the credential (Non-Degree or Degree) complete the applicable program proposal stage 2 template (See Related Documents: New Degree Program Proposal Stage 2 Template or New Non-Degree Program Proposal Stage 2 Template).

4.2 Submit to the Vice-President, Education and Training.

4.3 If approved, the Vice-President will forward to the Academic Council, and if not approved, a rationale will be provided.

4.4 If approved, the Academic Council will forward to the Board of Governors for approval for financial consideration.

**5.0 Program Approval Process**

5.1 New program proposals and all attached documentation submitted in the review process remain the property of Aurora College. Program proposals may be circulated to individuals and committees involved in the approval process both inside and outside the institution.

5.2 Academic Council will review and recommend for approval proposed programs based on the criteria outlined in the Program Proposal Stage 1 and Program Proposal Stage 2 templates, and confirm that proposals and plans:

(i) Are consistent with the institution's Academic Plan and Strategic Plan and align with the program concept paper submission;

(ii) Are endorsed by the appropriate Program Chair(s) or Director(s) or designees;

(iii) Demonstrate engagement or consultation both inside and outside the institution;

(iv) Have sufficient student demand and potential markets to support anticipated enrolment levels;

(v) Have identified funding sources sufficient to meet identified needs for human resources, facilities, and equipment; and

(vi)     Have identified potential resource implications for the institution overall.

5.3     New degree proposals must be reviewed and approved by an approved quality assurance body which is external to the Government of the Northwest Territories, as well as meeting the Government of the Northwest Territories quality assurance requirements. Processes and requirements are available through the quality assurance agency.

5.4     Proposed new degree programs offered in partnership with another institution only require a Letter of Authorization (LOA) application, which can be found here: https://www.ece.gov.nt.ca/en/content/letter-authorization-application-and-renewal-form.  An LOA application demonstrates that the program has undergone a quality assurance process through its home institution.

5.5     Some degree programs may need to be accredited through a provincial/territorial or national accreditation organization prior to implementation.

5.6     Aurora College's Board of Governors must approve the offering of every new program leading to a credential.

5.7     Once approved, the President will direct the Vice-President, Education and training to develop and implement the program.


**RELATED DOCUMENTS**
Program Concept Paper
New Degree and Non-Degree Program Proposal Template: Stage 1
New Degree Program Proposal Template: Stage 2
New Non-Degree Program Proposal Template: Stage 2