

POLICY STATEMENT

Policy Name	Establishment of New Courses Policy		
Policy #	B. 15	Category	Governance and Organization
Approving Jurisdiction	Board of Governors	Replaces	2002-04-06
Administrative Responsibility	Vice President, Education and Training	Version	2025-04-24
		Next Review Date	TBD

See the related procedure (link to be added when posted)

PURPOSE

The purpose of this policy is to ensure that Aurora College develops new courses using a consistent approach.

SCOPE AND LIMITS

This policy applies to all credit and non-credit courses created by Aurora College.

This policy might not apply to partner programs from other institutions or courses that Aurora College purchased from or delivers on behalf of another institution or organization. Aurora College standards for the development of courses will be utilized wherever possible.

POLICY STATEMENT

Schools are responsible for developing new courses to fulfil program needs. This will occur when new programs are approved or changes to programming are required based on current quality standards or because of regularly scheduled program reviews.

Guiding Principles

1. The College recognizes that knowledge changes at a rapid pace and programming within Aurora College must be current.
2. Schools provide course offerings that meet emerging and ongoing territorial needs, are developed in a timely manner, and are delivered as long as they are sustainable and viable.
3. High-quality programming meets or exceeds institutional, territorial, national, professional and/or accreditation standards.

4. Program Advisory Committees and Curriculum Committees should inform course development and ongoing changes.

DEFINITIONS

Course: A course is an ensemble of related learning outcomes that are:

- subject matter or course specific;
- taught progressively;
- assessed to measure learning; and
- given credit or recognition on an Aurora College transcript.

This includes credit courses, non-credit courses, work experience, internships, and practicums.

Practicum*: A unit of work undertaken by a student that involves the practical application of previously studied theory, and the collection of data for future theoretical interpretation.

Internship*: A required applied learning activity in which the student has the opportunity to gain practical experience from the application of previously studied theory in the program in which they are enrolled.

*Practicums/internships include but are not limited to the following: practicums, internships, practices, preceptorships, co-op placements, and work placements.

RELATED POLICIES/PROCEDURES/DOCUMENTS

- B.13 Program Creation Policy
- C.23 Assignment of Credit to Programs and Courses Policy
- C.25 Assessment and Grading Policy
- C.26 Course Outline and Syllabus Policy
- G.07 Program Advisory Committees Policy
- G.08 Program Review Policy
- G.15 Curriculum Committees Policy

B.15.1 Establishment of New Courses Procedure

B.15.1a New Course Proposal Template

APPLICABLE LEGISLATION

Aurora College Act RSNWT 1988, c A-7.

DOCUMENT HISTORY

Date	Update
1995-05	New policy issued.
1998-06-01	Policy revised. Policy and Program Committee Motion PP#40-1998. Board of Governors Motion BG#107-1998. Implemented January 1999.
2002-03	Policy revised. Policy and Program Committee Motion PP#40-2002. Board of Governors Motion BG#113-2002. Implemented April 6, 2002.
2025-04-24	Policy revised. Board of Governors Motion BG06-April-2025. Implemented April 24, 2025.