

## B.15.1

### Establishment of New Courses Procedure

Policy Name	Establishment of New Courses		
Policy #	B.15	Category	Governance and Organization
Approving Jurisdiction	Board of Governors	Replaces	April 6, 2002
Administrative Responsibility	Vice President, Education and Training	Version	2025-09-16
Procedures Approved by	President	Next Review Date	*See Policy Review Date or as needed*

#### See the related POLICY

B.15 Establishment of New Courses Policy

#### 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.

**Credit:** A unit of recognition indicating successful completion of study, training, or a defined competency as documented in an academic record. Aurora College defines one credit as the equivalent of 15 hours of instruction. See also “Academic Record”.

**Credit Course:** A credit course is a course in an approved Certificate, Diploma, or Degree program for which credit has been assigned.

**Non-Credit Course:** A course for which Aurora College does not award formal credit.

**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.

## **PROCEDURES**

- 1.0 Complete a New Course Proposal Template for all new courses, except for new courses that are created when developing a new program. This includes non-credit courses and credit courses. (See Related Policies/Procedures/Documents below)
  - 1.1 All proposals must be approved prior to creation of a course outline.
- 2.0 A new course proposal approval will be required, as follows:
  - By Program Head or Chair for non-credit courses, including workshops or practicums; or
  - By the Academic Council for credit courses.
- 3.0 After the new course proposal is approved, the Registrar will ensure the course is assigned a course number and that it is listed in the Student Record System. This applies to both credit and non-credit courses.
- 4.0 After the new course proposal is approved, the Program Head or Chair will make sure the course outline is developed in accordance with C.26 Course Outline and Syllabus Policy.
- 6.0 For changes to approved course outlines, refer to C.26 Course Outline and Syllabus Policy.

## **RELATED POLICIES / PROCEDURES / DOCUMENTS**

### **Policies**

- 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

### **Documents**

New Course Proposal Template

### **APPLICABLE LEGISLATION**

None