Faculty of Health

Undergraduate Curriculum Development Procedure

The general procedure applies to curricular initiatives such as new programs, certificates or streams; major modifications; detailed or standard minor modifications; and new courses. Exceptions include changes to existing courses, learning outcomes and modes of delivery, which have annual deadlines of Oct. 1 for SU implementation and Nov. 1 for FW implementation.

Not all steps are required for every change. The time required for each step varies depending on the complexity of the change, for example, a new course compared with a new program proposal. This procedure does not apply to cyclical program review activities.

The curriculum development process follows three broad stages:



Proposal Development Checklist

a	A Notice of Intent (NOI) must be submitted before developing a full curriculum proposal, except in cases of course changes, minor modifications, or changes to existing admissions criteria.	☐
b	Develop full proposal (using the appropriate documentation; relevant appendices, as applies).	☐
c	Receive feedback on full proposal from the Associate Dean, Learning, Teaching and Academic Programs and Director of Faculty Governance & Curriculum Development.	☐
d	Consult with the Office of the Vice-President Academic, as appropriate.	☐
e	Full statement of support from Dean required at this time; costing tool to be completed for new programs (not included in academic proposal package).	☐
f	Approve changes at unit level (i.e., curriculum or program committee, school/department council vote).	☐
g	Reviewed at the FoH Undergraduate Curriculum Committee (UCC), and recommended to FoH Council; new programs require external review at this point.	☐
h	Reviewed for approval/vote at the FoH Council.	☐
i	FoH submits proposal to the Committee on Academic Standards, Curriculum and Pedagogy (ASCP) for approval.	☐
j	ASCP forwards approved proposals to Senate.	☐

For more information about each step please refer to the Undergraduate Curriculum Development Process.