

**TITLE: NEW COURSE DEVELOPMENT/TRANSFER OF COURSES AND PROGRAMS**

(Relates to EL:8: Curriculum and Instruction)

**EFFECTIVE DATE:** April 15, 1987**PURPOSE:**

Because of changing needs and evolving trends within the College and the community, the College recognizes the need to encourage the development of new courses. Moreover, the College wishes to ensure that, where feasible, the academic work done by a student here is accepted for credit at other post-secondary institutions.

**POLICY STATEMENT:**

New courses will be developed consultatively by appropriate members of both Administration and Faculty. These people will determine whether or not it would be advisable to pursue transfer credit for this course. Furthermore, arrangements may be established to allow for block transfer of all or part of a College program to another postsecondary institution.

**GUIDELINES:**

1. New courses can be developed and proposed by a member of faculty or administration, but must be developed in conjunction with the appropriate Program Chairperson, Divisional Dean, and the Vice President Academic.
2. The criteria to be considered when determining whether or not it is appropriate to proceed with the development of a new course will consist, in part, of the following factors:
  - a. The needs of the Program.
  - b. The extent to which courses of a similar nature already exist.
  - c. The goals of the Program.
  - d. The goals of the College.
  - e. The needs of the Community.
  - f. Trends in post-secondary education.
  - g. Directions from the Department of Advanced Education.
  - h. Requests from other post-secondary institutions.
3. Transfer credit is based on negotiation with the receiving institution; formal recognition is obtained through appropriate application to the Alberta Council on Admissions and Transfer.

**ACCOUNTABILITY:** Vice President Education**RESPONSIBILITY:** Dean of Student Services**CONSULTATION FOR REVIEW:** Registrar, Students, Deans, Vice President Education

**POLICY REVIEW DATE:** 2002

**ASSOCIATED STANDARD PRACTICE:**

- New Course Development