

	Approved by: Academic Coordinating Committee
	Authorizer: Executive Dean, Academic Administration
	Effective Date: September 1, 2007
Policy Title: Degree Development, Review, Revision, and Renewal	

Policy Statement:

Conestoga recognizes that degree program development and degree program review, revision, and renewal are central to ensuring quality and to the meeting of community, employer, government, and student needs. The process of developing and reviewing degree programs is subject to a rational approach that, in addition to considering the program curriculum, also takes into account all administrative areas and operational functions of the institution that are affected by and contribute to degree program design and delivery.

Degree program development, review, and renewal are completed within a context of internal and external scrutiny, and follow a well-defined path from initial discussion to final implementation.

Scope:

This policy applies to all Conestoga degree programs.

Definitions:

Degree Program: A degree program is a planned and coordinated selection of degree-level courses delivered to an identified student body, at the successful conclusion of which an appropriate degree credential will be awarded.

MTCU: The Ministry of Training, Colleges and Universities has the function of authorizing the granting of degrees, assessing all degree program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.

PEQAB: The Postsecondary Education Quality Assessment Board is an arms-length advisory agency that makes recommendations to the Minister of Training, Colleges and Universities of Ontario on applications for ministerial consent under the terms of the Post-secondary Education Choice and Excellence Act, 2000.

Policy Elaboration:

1. Degree programs shall be developed, reviewed, and revised jointly between the Academic School housing the degree, and the Office of Academic Administration, within which is housed the Degree Programs Administrator position.
2. Each new degree program is developed in accordance with the defined degree development procedure.
3. Each degree program is required to institute regular and on-going revisions as needed for currency and relevance, following the defined degree revision

procedures regarding minor or major changes. Refer to MTCU Memorandum, September 10, 2004, *Changes to Programs During the Period of Consent*. All revisions shall be recorded and archived for subsequent retrieval.

4. Each degree program is required to be reviewed in accordance with the defined degree program review procedures.
5. Each degree program is required to follow the defined renewal procedures on schedule, and adhere to the maximum time limit to correspond to MTCU and PEQAB regulations and the consent expiry date.

Documents and References:

College Organizational Chart

College Goals and Objectives

Degree Development Procedure

Degree Review, Revision, and Renewal Procedure

MTCU Memorandum, Sept. 10, 2004, *Changes to Programs During the Period of Consent*

PEQAB Documentation

Revision Log:

Revision Date	Summary of Changes
Nov 12 2008	Update Definitions
April 7 2009	Approved – Degree Management Committee
April 15 2009	Approved – Policies and Procedures Committee
April 29 2009	Approved – Academic Coordinating Committee
Feb 2 2010	Update Definitions and Policy Elaboration
Jan 3 2012	Policy and Procedure Committee
Jan 10 2012	Degree Management Committee / Academic Forum
Jan 18 2012	Academic Coordinating Committee