

ACADEMIC PROGRAM APPROVAL POLICY

Document data

Document type:	Policy and Procedures
Administering entity:	SAS (Information Management)
Records management system number:	ABC10/93
Date Board endorsement:	7 June 2010
Date approved:	5 July 2010
Approved by:	Council
Indicative time for review:	3 years from date of approval
Responsibility for review:	AB Teaching and Learning Committee in consultation with the Academic Program Committee
Related policies or other documents:	Graduate Attributes Policy; Academic Quality Management Policy, Advanced Standing Policy, University Project Management Panel Terms of Reference
Policies superseded:	Policy on Processing Minor Unit Amendments, Withdrawal of a Course Policy

1. Rationale and Scope

- 1.1 This policy provides a framework for the formal approval of all academic coursework programs offered by the University of New England. This policy is designed to ensure the development and continuance of quality academic programs that are aligned with the University's academic aims and Strategic Plan objectives.
- 1.2 This policy applies to the development of new courses, changes to existing courses and withdrawal of courses, development of new units, changes to units and deletion of units.

2. Principles

- 2.1 This policy is designed to facilitate the continual improvement of the University's academic programs. Under this policy, development and renewal of academic programs must ensure that programs:
 - a. are academically rigorous;
 - b. meet defined market needs and viability benchmarks;
 - c. are an efficient and sustainable use of University resources;
 - d. are consistent with University policies and guidelines;
 - e. comply with professional accreditation and/or industry requirements;
 - f. avoid unnecessary duplication;
 - g. promote collaboration and connections with other University groups and offerings, where possible;
 - h. are aligned with the University Strategic Plan;
 - i. Are responsive to course and unit monitoring data
- 2.2 The Academic Program Approval process must comply with University policy and administrative requirements and enable the University to comply with all legislative and reporting requirements.
 - 2.2.1 Changes to the Academic Program must be informed by consultation with relevant internal and external stakeholders.

3. Governance Procedures

- 3.1. The Academic Board, through its Committees, administers the program approval process on behalf of Council.
 - 3.2 **New Courses and Course Withdrawal:**
The Council has retained final approval authority for all proposals involving new courses and withdrawal of courses. The Academic Board makes recommendations to Council on these matters, acting on advice from its Academic Program Committee.
 - 3.3 **Majors and Course Amendments**
Responsibility for approval of new majors and withdrawal of majors and any amendments to courses and course requirements is devolved to the Academic Board or its Standing Committee, exercising delegated authority from the Council. The Academic Program Committee makes recommendations to Academic Board on these matters.
 - 3.4 **Units**
Responsibility for approval of all unit matters, including new units, deletion of units and unit amendments is devolved to the Academic Program Committee, exercising delegated authority from Council. The Academic Program Committee reports these decisions to the Academic Board or its Standing Committee.
 - 3.5 **Articulation/Advanced Standing Agreements**
Responsibility for approval of articulation/advanced standing agreements is devolved to the Academic Program Committee, exercising delegated authority from Council. The Academic Program Committee will report these decisions to the Academic Board or its Standing Committee.
- 4 Planning and Meeting Deadlines for Submission**
- 4.1 The University is required to meet internal and external deadlines, including those for reporting to the Commonwealth Government and for inclusion in external publications. Schools and Faculties will need to plan their academic program development to meet these deadlines.
 - 4.2 Meeting dates for Academic Board, Academic Program Committee, Academic Board Standing Committee and Council are published annually on the Academic Board website.
 - 4.3 Information Management will publicise the deadlines for changes to academic programs each year.

ANNEXURES: (not subject to approval above)

Guidelines for Course and Unit Coordinators

Timeline for Approval