

## Curriculum Approval and Implementation Timelines

The design, development, revision, approval, and implementation of programs and courses may take anywhere from **1 month (for minor revisions) to 18 months (for a new program)**.

Steps include

- 1. Curriculum Development, including Consultations**
- 2. Governance Approval** (depending on type of change: Curriculum Committee, Education Council, Finance & Audit Committee, Board of Governors)
- 3. Implementation** (Registrar's Office, Finance, Marketing, International Education, Student Services, Facilities, etc.)

### Curriculum Development & Consultations

Consultations are a crucial part of the curriculum development process. Seeking feedback and engaging with the right people at the right time in the process supports not only educational quality, but also smoother and faster curriculum approval and implementation. Connect with an Instructional Associate in the [Center for Teaching, Learning & Research](#) (CTLR) to support and guide you through this process.

The extent of consultation depends on how substantive proposed curriculum changes are. In general, consultation with the **CTLR** and the **Registrar's Office** is recommended for any changes.

Extensive **internal consultation** is required for major revisions and new programs, including with

- CTLR
- Dean, Operations Manager, Department Faculty, Staff, and School-level curriculum committee (if applicable)
- Facilities
- Finance
- Financial Aid
- Indigenous Education and Community Engagement (IECE)
- Information Technology (IT)
- Institutional Research (IR)
- International Education
- Marketing & Communications
- People Services
- Registrar's Office
- Safety, Security & Risk Management
- Student Services: Advising, Assessment Centre, Counselling, Disability Services, Learning Centre, Library

**External consultation** may be required, including with industry and community, such as Program Advisory Committee or Community Engagement Group; Affiliation, Articulation and/or Accreditation bodies; Post-Secondary Institution Proposal System (PSIPS); or Degree Quality Assessment Board (DQAB). Discuss requirements with the Dean.

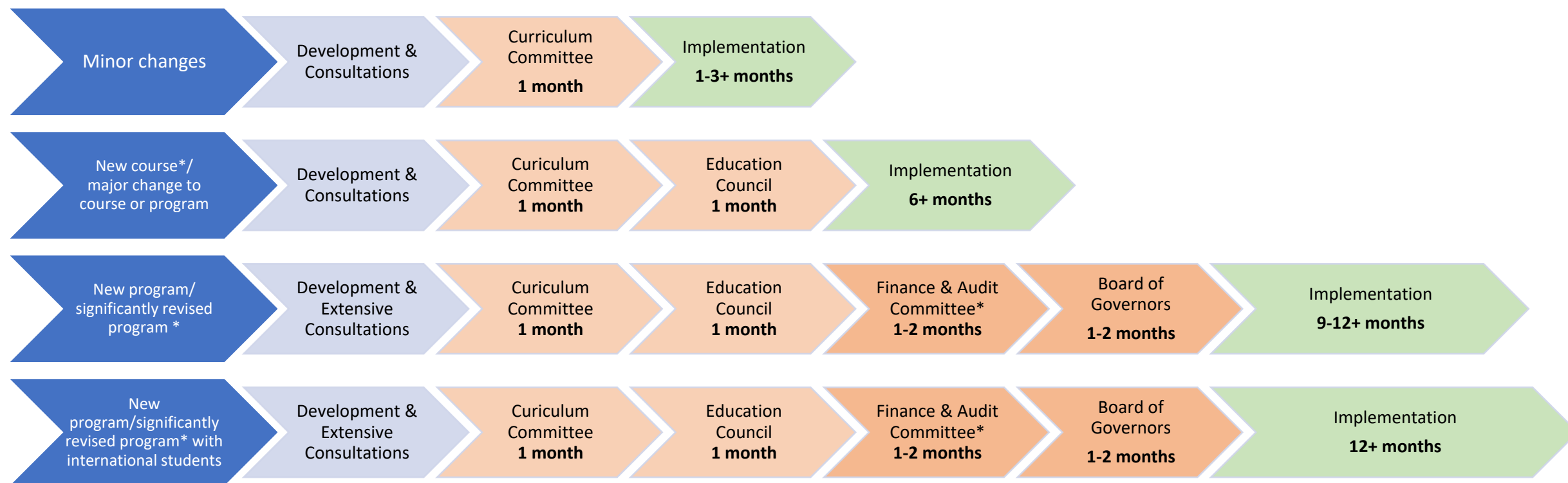
## Types of Curriculum Development & Timelines for Governance Approval and Implementation

The governance process and implementation timelines depend on the level of proposed changes; the [Curriculum Development Guiding Questions](#) document outlines what are generally considered major or minor changes to course outlines and program content guides. Connect with the CTLR and Registrar's Office for further guidance.

When planning the launch/effective date of major changes or new programs, it is important to take into account the time required for the Registrar's Office, Finance, Marketing, International Education, and other College areas to set up systems, market and recruit for the program, register students, and get facilities and equipment ready. Early consultation during the curriculum development process is crucial to identify and prevent issues around implementation later on.

**Note: Changes to tuition may significantly extend timelines, particularly if ministry approval is required.**

### General Timelines:



\* The Finance & Audit Committee (FAC) recommends tuition to the Board of Governors; only required for new programs, significant program revisions resulting in tuition changes, and new standalone courses that involve approval of a tuition and fee structure.