



## Process

1. Ideas for curricular changes may be generated or initiated by faculty or an academic unit.
2. A curricular change proposal is developed with the Vice President Research and Academic Affairs (VPRAA) office in consultation with the School Chair of the academic unit involved. The proposal is reviewed by VPRAA and Academic Executive with particular focus on:
  - a) fit of curricular changes to the strategic plan of the existing program
  - b) impact (enrollment, financial, physical resources) on other academic and service units of the institution.

Curricular change proposals can be initiated and developed at any time. The annual deadline for submitting curricular changes to CSC will normally be before the scheduled November meeting.

3. Curricular changes which have financial or resource implications will be submitted to Cabinet for review and approval. If funding cannot be reasonably obtained or identified (such as through external sources, internal reallocation – the curricular change proposal will be tabled until such resources can be identified.
4. The School Chair submits the curricular change proposal to the CSC for discussion and recommendation. The CSC may request clarification and revisions to be made to the proposal.
5. If recommendation is positive then CSC submits the curricular change proposal to Academic Council for approval.
6. If recommendation is approved by AC, appropriate changes are made to the Academic Calendar and Procedure 500.18.01 Degree Requirements by the Registrar's office.
7. Curricular change proposals follow required external steps when required (such as external review by the National Association of Schools of Art and Design (NASAD), and Campus Alberta Quality Council (CAQC)).

## Moribund Course Deletions

Courses can be deleted under the Moribund Course Deletions Clause without going through the Curricular Changes Procedure. The Moribund Course Deletions Clause establishes a course archive for moribund courses. A moribund course is one that has not been taught in the previous 48 months. Moribund courses will be retained in the course archive for an additional 48 months and then will be deleted. A moribund course does not appear in the Calendar but can still be reactivated for registration.

- a) In May of each year, the Office of the Registrar will identify courses listed in the current calendar that have not been taught in previous 36 months. The School and program offering the course will be notified that the course will be declared moribund if not taught in the next 12 months. Schools and programs will have the opportunity to provide rationale for why a course should not be declared moribund.
- b) If a course still has not been taught by the following May, it will be declared moribund. It will not appear in subsequent releases of the Calendar. The Office of the Registrar will maintain and archive of moribund courses. The CSC will inform the School and program that the course has been declared moribund.
- c) A moribund course may still be taught. The School and program should use the above procedure for reinstating the course. If approved these courses will be reinstated into the next release of the Calendar.
- d) After four years in the moribund course archive, a course will be automatically deleted.

**Reference:** Curricular Change Process Flowchart

## Curricular Change Process Flowchart

