1. The curriculum committee is a standing committee of Academic Council and reports to Academic Council.
    1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
    1.2. The terms of reference will be reviewed every five (5) years by the committee or at the discretion of Academic Council.

2. The purpose of Curriculum Committee is to manage curriculum changes and to ensure that all programs at Northwestern Polytechnic have an integrated design and coordinated curriculum.

3. Committee Composition
    3.1. Provost and Vice-President Academic (ex officio)
    3.2. Dean from each School
        3.2.1. A Dean will be selected as the Chair of the Curriculum Committee for a two-year term. A Dean must take a term off before serving as Chair again. In the absence of a Chair, the Registrar will act as Chair.
    3.3. Registrar
    3.4. Two (2) students appointed by the Students' Association
    3.5. Four (4) Faculty members one (1) from each School elected by the Academic Staff Association.
        3.5.1. Four (4) Faculty members, one (1) from each school to serve as alternates.
    3.6. Two (2) Faculty members from the Centre for Teaching and Learning
    3.7. Curriculum and Articulation Coordinator (resource, non-voting member).

4. Membership
    4.1. Membership nominated by Academic Council Nominating Committee and the Students' Association.
        4.1.1. Students are elected on a 1-year term and can serve concurrent terms.
        4.1.2. Faculty are elected on a 2-year term and must take a term off before serving again. Faculty terms are alternating to maintain experience on the committee year over year.
    4.2. Membership vacancies on the committee will be elected at the May meeting of Academic Council for the following academic year.
    4.3. Membership is approved by Academic Council

5. Meetings
    5.1. This committee will meet four (4) times a year, or at the call of the Chair.

6. Quorum
    6.1. There must be at least six members, either in-person or by conferencing technology, including three (3) faculty and one (1) student.

7. Responsibilities:
    7.1. Review and examine all proposals for new credit courses/programs and changes to existing credit courses/programs.
    7.2. Identify and recommend the development of new curricular content.
    7.3. Review and monitor prerequisite and corequisite relationships between courses
    7.4. Review and examine qualifications for admission to specific courses and programs
    7.5. Recommend to Academic Council on proposals for:
        7.5.1. new courses/programs and changes to existing courses/programs.
        7.5.2. the discontinuation of courses due to curricula changes.
            7.5.2.1.   Decisions made by Curriculum Committee are recommended to Academic Council for Approval or Recommendation for Approval to the Board of Governors.
    7.6. Maintain institutional documents related to Program Learning Outcomes (PLOs) and other institutional curricula directives such as Work Integrated Learning (WIL).

8. Procedures
    8.1. For New Credit Programs/Courses Proposals
        8.1.1. Proposals for new credit programs and new credit courses must be endorsed by a Dean.
        8.1.2. Prior to new credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Registrar to ensure they are compliant with policy/regulation regarding:
            8.1.2.1.   course/program titles,
            8.1.2.2.   course hours,
            8.1.2.3.   course content,
            8.1.2.4.   credit allowances,
            8.1.2.5.   advanced placement/credit,

8.1.2.6.   additions, deletions, and/or duplication of courses,

8.1.2.7.   prerequisites and co-requisites, and

8.1.2.8.   admission requirements.

8.1.3. Prior to new credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Provost and Vice-President Academic to ensure they can be supported financially, by student demand, by the labour market, and within the provincial sector.

8.2. For Changes to Existing Courses and Programs

8.2.1. Proposals for changes to existing credit courses and existing credit programs must be endorsed by the Department and the Dean.

8.2.2. Prior to changes to existing credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Registrar to ensure they are compliant with policy/regulation regarding:

8.2.2.1.   course/program titles,

8.2.2.2.   course hours,

8.2.2.3.   course content,

8.2.2.4.   credit allowances,

8.2.2.5.   advanced placement/credit,

8.2.2.6.   additions, deletions, and/or duplication of courses,

8.2.2.7.   prerequisites and co-requisites, and

8.2.2.8.   admission requirements.

8.2.3. Prior to changes in existing credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Provost and Vice-President Academic to ensure they can be supported financially, by student demand, by the labour market, faculty expertise, and within the provincial sector.

9. Forms

9.1. Forms for a new course/program or a change to an existing course/program are available from the Deans' Office, the Registrar's Office, or the College Curriculum shared site.

9.2. Forms Available:

9.2.1. Form A: New Program Proposal

9.2.2. Form B: New Course Proposal

9.2.3. Form C: Change to Existing Program Proposal

9.2.4. Form D: Change to Existing Course Proposal