Approving University Official(s): Academic Council
Responsible Unit: Provost, Vice President, Teaching & Learning
Original Effective Date: August 29, 2024
Date of this version: September 25, 2025
Version Code: 1.1

Course Review and Renewal Policy

Purpose

This policy establishes a clear and consistent framework for Course Review and Renewal Policy (the "Policy") at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to the necessary framework and guidance for the regular review and renewal of courses delivered by Yorkville.

Scope

This policy applies to all courses approved by a Provincial Senate of Yorkville to be offered as part of any program of study.

Definitions

There are no definitions in this policy currently.

Policy Statement

Yorkville is committed to providing high-quality education through effective curricula and aligned instructional strategies, assessments, and course materials. This Policy seeks to provide a framework for the regular review and renewal of courses delivered by Yorkville, contributing to the ongoing relevance and continuous improvement of its academic programs.

Responsibility for ensuring the quality, currency, and alignment of individual courses to program learning outcomes, regulatory frameworks, and accreditation standards lies with the Faculties and programs and is supported by key institutional resources, including the Learning Design team, the Centre for Teaching Excellence and Innovation, Library Services, and the Regulatory and Government Affairs team.

Responsibilities:

- Curriculum Committees:
  - Each program Curriculum Committee is responsible for ensuring this policy is implemented and that procedures and guidelines published under this policy are followed. Curriculum Committees are mandated by academic governance requirements established by the Academic Council of Yorkville.

- Course Leads:
  - The faculty member who has primary responsibility for a course, as assigned by the relevant program head, is responsible for ensuring this policy's requirements related to routine course review are met.

- Vice President, Teaching and Learning:
  - The Vice President, Teaching and Learning, is responsible for the periodic review of this policy and for developing and proposing procedures and guidelines required to implement the policy.

Related Information

- Course Review and Renewal – Guidelines.
- Program Review Policy.
- Program Review Procedures.
- Organization Review Policy.
- Organization Review Procedures.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Academic Governance Office
Email: academicgovernance@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	August 29, 2024	-	Academic Council
1.1	September 25, 2025	Updated to new template	-