

# Submission Guidelines for Private Organizations

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**Applying for Ministerial Consent under  
the *Post-secondary Education Choice and  
Excellence Act, 2000***

**Postsecondary Education Quality Assessment Board**

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# Submission Guidelines for Private Organizations:

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## Applying for Ministerial Consent under the *Post-secondary Education Choice and Excellence Act, 2000*

These *Guidelines* are for private organizations seeking a new consent of the Minister pursuant to the *Post-secondary Education Choice and Excellence Act, 2000* (the Act). The *Guidelines* outline the information to be submitted to the Postsecondary Education Quality Assessment Board (PEQAB) for review of applications referred to it by the Minister for consent to offer or advertise all or part of degree programs in Ontario.

Note that these *Guidelines* pertain to new consents. PEQAB requirements for current consent holders seeking to renew consent are addressed in the *Submission Guidelines for Renewal of Ministerial Consent*.

Applicants should note that the Board may revise its documents from time to time, and the onus is on the applicant to ensure that it is using the most current version of the Board's *Guidelines*.

Inquiries about the Board's criteria or procedures should be directed to:

Postsecondary Education Quality Assessment Board Secretariat  
900 Bay Street  
23rd Floor, Mowat Block  
Toronto, ON M7A 1L2  
Telephone: 416-212-1230  
Fax: 416-212-6620  
E-mail: [peqab@ontario.ca](mailto:peqab@ontario.ca)  
Web: <http://www.peqab.ca>

These *Guidelines* address only the Board's submission requirements for the review of applications referred to it by the Minister. For an overview of the Board, and its assessment criteria and procedures, applicants should refer to the *Handbook for Private Organizations*. Inquiries about the application and consent process, the Act and its regulations, the activities subject to the Act and the Minister's requirements should be directed to the Universities Unit of the Ministry of Training, Colleges and Universities.

The preparation of these *Guidelines* has benefited from the advice of stakeholders and the work of other accrediting and quality assurance bodies, including:

- the British Columbia Degree Quality Assessment Board (DQAB);
- the Campus Alberta Quality Council (CAQC);
- the Maritime Provinces Higher Education Commission (MPHEC); and
- the regional accrediting bodies of the United States:
  - Middle States Association of Colleges and Schools;
  - New England Association of Schools and Colleges;
  - North Central Association Higher Learning Commission;
  - Northwest Commission on Colleges and Universities;

- Western Association of Schools and Colleges; and
- Southern Association of Colleges and Schools.

We are also grateful to the many stakeholders who contributed their comments during the preparation of these *Guidelines*.

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## Submission and Mailing Instructions

All applications for consent are to be addressed and submitted to the Minister of Training, Colleges and Universities. There must be a separate submission prepared for each program for which the applicant is seeking the Minister's consent.

Private organizations applying for ministerial consent are required to submit the following materials:

1. Three (3) copies of each of the following application materials required by the Minister:
  - A letter of application to the Minister of Training, Colleges and Universities stating the program for which consent is sought.
  - A signed copy of the "Applicant Acknowledgement and Agreement" form as provided in the *Directives and Guidelines for Applying for Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000*.
2. Application fee: a cheque or money order for \$5,000 CDN payable to the Ontario Ministry of Finance.
3. A submission for PEQAB review prepared in accordance with these *Guidelines*.

**Send all materials to:**

The Minister of Training, Colleges and Universities  
c/o The Universities Unit  
900 Bay Street  
9th Floor, Mowat Block  
Toronto, ON M7A 1L2

The information submitted according to these *Guidelines* is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and the *Post-secondary Education Choice and Excellence Act, 2000*.

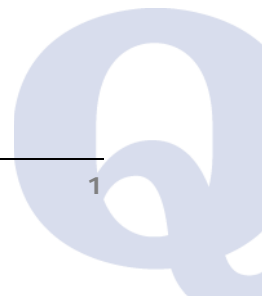
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# Instructions

Prepare and submit materials in accordance with the instructions that follow.

- Prepare the Organization Review submission consisting of the following sections:
  1. Introduction
  2. Mission Statement and Academic Goals
  3. Administrative Capacity
  4. Ethical Conduct
  5. Academic Freedom and Integrity
  6. Student Protection
  7. Financial Stability
  8. Dispute Resolution
  9. Organization Evaluation
  10. Optional Material
- Prepare the Program Review submission consisting of the following sections:
  1. Introduction
  2. Degree Level
  3. Admission, Promotion and Graduation
  4. Program Content
  5. Program Delivery
  6. Capacity to Deliver
  7. Credential Recognition
  8. Regulation and Accreditation
  9. Nomenclature
  10. Program Evaluation
  11. Optional Material
- Submit four (4) copies of the submission in three-ring binders. Use tabs to identify the sections of the submission.
- If an application for more than one program is being submitted at one time,
  - submit the Organization Review only once; and
  - prepare a separate Program Review for each program.
- Submit a copy of the Organization Review as a single electronic file saved in PDF format. Submit a copy of Program Review as a single electronic file saved in PDF format. Supporting documentation (e.g., copies of agreements, faculty CVs, letters of support) must be scanned and included in the electronic files.
- Submit the Organization Review and of the Program Review submissions as a second file saved in PDF format for posting on the PEQAB website. These files should exclude materials regarded as confidential or proprietary (i.e., contracts, CVs, detailed course outlines and "Undergraduate Course Schedule 1" or "Graduate Academic Course Schedule 1". See pages 12 and 14 of these *Guidelines*.)
- All policies submitted should be those that are formally approved by the applicant's governing body and readily available to the public. Identify clearly the date each policy was approved and the approving body.



- Clearly indicate where information requested in a particular section is not applicable to the submission or not available. For example, if advanced standing is not proposed, then include in the relevant section a statement that the policies on advanced standing are not applicable to this program.
- The submission will be assessed against each of the standards and benchmarks described in full detail in Chapters 5 and 7 of the PEQAB *Handbook for Private Organizations*. The *Handbook* should be consulted to clarify any questions regarding what to include in your submission, the review process and the assessment criteria.
- Only complete submissions will be processed. Submissions that do not follow these *Guidelines* or are incomplete will be returned to the applicant to be completed.

# Organization Review

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## Section 1: Introduction

### Organization and Program Information

Prepare a title page for your submission that includes the following information:

- full legal name of the organization;
- operating name of organization (if different from legal name);
- URL for the organization (if applicable);
- proposed degree nomenclature (e.g., *Bachelor of Arts (Psychology)*, *Master of Business Administration*); and
- location(s) (specific address) where the program is to be delivered. (Each location requires a location-specific consent from the Minister.)

Provide contact information for

- the person responsible for the Organization Review submission (the primary contact for the submission on matters pertaining to proposal content and communications from the secretariat); and
- the site visit coordinator (if different from above).

### Table of Contents

Include a table of contents for the Organization Review submission. Identify the items included within each section.

### Executive Summary

Include an executive summary of the Organization Review submission.

### Program Abstract

Include an abstract of approximately 100–200 words that summarizes the program(s) outcomes, potential employment for graduates and/or opportunities for further study.

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## Section 2: Mission Statement and Academic Goals

The Organization Review Panel and the Board will review whether your organization's governing board has approved an appropriate mission statement and academic goals that meet the Board's standard and benchmarks for Mission Statement and Academic Goals, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) how your organization meets the Board's mission statement and academic goals requirements. Clearly label the information provided in this section.

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## Section 3: Administrative Capacity

The Organization Review Panel and the Board will assess whether your organization has the capacity to organize and manage a competent institution of higher learning, and whether it meets the Board's standard and benchmarks for Administrative Capacity, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) how your organization meets the Board's administrative capacity requirements. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative, at least the following:

### Legal Characteristics

- Documents (e.g., articles of incorporation, partnership agreements, statutory authority or other document(s) that identify the organization's legal status and any relationship to parent, subsidiary or other corporate groups)

### Governance and Administrative Structure

- An organization chart or hierarchical outline of the organization's governance and administrative structure. Include:
  - a description of the responsibilities and authority of each body identified in the chart and the eligibility criteria for appointment to each body; and
  - information concerning the organization's reporting structure and the relationship among the governing and managing bodies.
- Academic Plan (at least five years) for Ontario operations.

### Administrative Staff

- Job descriptions for each senior administrative role in the organization. Include in each description the duties, responsibilities, decision-making authority and required qualifications of the person in that role.
- Copies of CVs of the individuals currently in senior administrative roles.

### Curriculum Vitae Release

- Confirm the following: "*The organization has on file and available for inspection, from all faculty and staff whose CVs are included in this submission, signatures that attest to the truthfulness and completeness of the information contained in the CV and agreeing to the inclusion of their curriculum vitae in any documents/web sites associated with the submission, review and final status of the program application.*"

### Curriculum, Academic Policies and Standards Development

- Outline of the bodies, committees and individuals within the organization involved in the development and/or decision making pertaining to curriculum, academic policies and academic standards.
- Identify the role(s) of academic staff and students within these bodies and committees.

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## Section 4: Ethical Conduct

The Organization Review Panel and the Board will assess whether your organization values and upholds integrity and ethical conduct and meets the Board's standard and benchmark for Ethical Conduct, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) how your organization's ethical standard for business practices meets the Board's requirements. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative, at least the following:

### Ethical Conduct Statement

- The governing Board's statement of ethical standards pertaining to fair and honest business practices that guide the organization's business operations.

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## Section 5: Academic Freedom and Integrity

The Organization Review Panel and the Board will assess whether your organization supports academic freedom, maintains academic integrity and meets the Board's standard and benchmarks for Academic Freedom and Integrity, published in the *Handbook for Private Organizations*.

In this section, describe in a narrative (with appropriate supporting materials) how your organization's policies and practices meet the Board's requirements. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative, at least the policies and procedures pertaining to the following:

- academic freedom;
- academic honesty and the organization's plan for informing faculty and students about, and ensuring their compliance with, policies pertaining to academic honesty;
- the ownership of intellectual products of its employees and students;
- compliance with copyright law; and
- research involving humans and/or animals, and the management of research funds.

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## Section 6: Student Protection

The Organization Review Panel and the Board will assess whether your organization values and upholds integrity and ethical conduct in its relations with students, and meets the Board's standard and benchmarks for Student Protection, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) your organization's capacity to protect students' interests. Clearly label the information provided in this section and ensure that it include, in addition to the narrative, at least the following:

- the current academic calendar or equivalent documentation such as promotional material or draft academic calendar materials; and

- a description of the method(s) (or the instrument(s)) used to ensure that, prior to registration, students are provided with, and confirm in writing their awareness of, all relevant policies and procedures.

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## Section 7: Financial Stability

The Organization Review Panel and the Board will assess whether your organization demonstrates sufficient financial stability and resources, and meets the Board's standard and benchmarks for Financial Stability, published in the *Handbook for Private Organizations*.

In this section, describe in a narrative (with appropriate supporting materials) how the Board's requirements for financial stability are met. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative, the following:

### Reporting and Audit

- Include a copy of the organization's policy for the regular audit of its financial methods, performance and stability by an arm's-length professional accountant.
- Include an audited financial statement (or, in the case of a newly established organization without a completed financial year, a pro forma financial statement) for the organization's most recent year of active operation, prepared by an accountant licensed pursuant to the *Public Accounting Act, 2004*.
- Include a document describing your organization's policy and format for annual internal financial reporting.

### Subsidiary or Partner Organization

- If your organization is a subsidiary or partner of another organization/organizations, include an audited financial statement for all parent, partner and subsidiary organizations for their most recent year of active operation, prepared by a qualified independent accountant.

### Business Plans

- Include short- and long-term business plans (at least five years) for Ontario operations, including:
  - a best case/worse case scenario;
  - forecasts of expenditures and revenue; and
  - contingency plans.

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## Section 8: Dispute Resolution

The Organization Review Panel and the Board will assess whether your organization has appropriate policies for dealing with disputes, and meets the Board's standard and benchmarks for Dispute Resolution, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) how your organization meets the Board's dispute resolution requirements. Ensure that this section includes, in addition to the narrative, at least the policies and procedures pertaining to academic appeals, complaints, grievances and/or other disputes of students, faculty, staff and administration.

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## Section 9: Organization Evaluation

The Organization Review Panel and the Board will assess whether your organization has sufficient policies and procedures for periodic evaluation of the organization, and meets the Board's standard and benchmarks for Organization Evaluation, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) how your organization's capacity to assure the quality of its operations and administration meets the Board's requirements. Ensure that this section includes, in addition to the narrative, at least the policies and procedures pertaining to periodic review of the operational and administrative aspects of the organization

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## Section 10: Optional Material

Address in a narrative (with appropriate supporting materials) any other relevant information that is not adequately addressed elsewhere in the submission for Organization Review. Include and clearly label any supporting material.

# Program Review

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## Section 1: Introduction

### Organization and Program Information

Prepare a title page for your submission that includes the following information:

- name of the organization;
- URL for the organization (if applicable);
- proposed degree nomenclature (e.g., *Bachelor of Arts (Psychology)*, *Master of Business Administration*); and
- location(s) (specific address) where the program is to be delivered. (Each location requires a location-specific consent from the Minister.)

Provide contact information for

- the person responsible for program review submission (the primary contact for the submission on matters pertaining to proposal content and communications from the secretariat); and
- the site visit coordinator (if different from above).

### Table of Contents

Include a table of contents for the Program Review submission. Identify the items included within each section.

### Executive Summary

Include an executive summary of your Program Review submission.

### Program Abstract

Include an abstract of approximately 100-200 words that summarizes the program outcomes, potential employment for graduates, and/or opportunities for further study.

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## Section 2: Degree Level

The Quality Assessment Panel (QAP) and the Board will review your program against the degree level standard that you specify in your application. The QAP's judgments about the degree level standard will be based on the totality of the information provided in your submission.

In this section, summarize and synthesize features of the program and the resources that will support it to demonstrate to the QAP and the Board that the knowledge and skill expectations in the six categories of the relevant Degree Level standard will be met.

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## Section 3: Admission, Promotion and Graduation

The Quality Assessment Panel and the Board will assess whether your organization's requirements for admission in the program, for promotion within the program and for graduation are consistent with the postsecondary character of degree granting organizations, and meet the Board's standard and benchmarks for Admission, Promotion and Graduation, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) how your requirements for admission (including direct entry and any proposed advanced standing options), promotion and graduation meet the Board's requirements. Clearly label the information provided in this section, and ensure that it includes, in addition to the narrative, at least the following:

### Admission Requirements for Direct Entry

- Indicate the academic (including any credential, specializations and minimum achievement level) and any other requirements for admission (e.g., any required work experience, portfolio, interview requirements) for admission into the first year of the degree program.

### Admission Policies and Procedures for Mature Students

- For undergraduate programs, provide the organization's policies and procedures pertaining to the admission of mature students.

### Promotion and Graduation Requirements

- The organization's policy on the level of achievement required of students in the program for promotion within the program and for graduation. Where applicable, include an explanation of how GPA is calculated.
- Attach the organization's policies governing academic remediation, sanctions and suspension for students who do not meet minimum achievement requirements.
- Indicate the academic requirements and any other requirements for promotion and graduation.

### Advanced Standing Policies and Requirements

Where there is an option for advanced standing into the program:

- Attach the organization's policies and procedures pertaining to credit transfer/recognition. Include any bridging requirements for certificate/diploma to degree laddering.
- Attach the organization's admission policies and procedures pertaining to entrance examinations and advanced placement based on prior learning assessments for "life experience".
- Where a degree completion arrangement(s) is proposed, indicate the amount of credit students will receive toward the degree program, any special requirements of students to enter the degree completion arrangement and the point of entry into the degree program.

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## Section 4: Program Content

The Quality Assessment Panel and the Board will assess whether the program offers an education of sufficient rigor, breadth and depth to achieve the knowledge and skills identified in the degree level standard, and meets the Board's standard and benchmarks for Program Content, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) how your requirements for program content and skills meet the Board's requirements. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative, at least the following (or a statement that the item is not relevant to this application):

### **Program Advisory Committee**

- Identify the membership of the Program Advisory Committee for this program, including the members' names, occupations, related credentials, professional affiliations and employers.
- Attach copies of relevant minutes of Program Advisory Committee meetings, including the minutes that:
  - contain the motion to support the program proposal; and
  - confirm that the program meets or exceeds the requirements of the field of study and/or practice.

### **Professional Accreditation**

- Attach the current requirements of regulatory bodies and/or standards of major and/or nationally recognized professional associations, accreditation agencies or other organizations associated with this field of study and indicate how the program will address these.
- Include documentation from these bodies that indicates recognition of the graduate's credentials in terms of entry to practice requirements or satisfying requirements for further study.

### **Learning Outcomes**

- Attach a table that indicates the degree outcomes and the corresponding courses, course segments or workplace requirements that contribute to the degree outcomes.
- Attach a table that indicates (or embed within the table for degree outcomes) the program outcomes and the corresponding courses, course segments or workplace requirements that contribute to the program outcomes.
- For undergraduate programs, attach a table that indicates only the breadth outcomes and the corresponding non-core courses, course segments or workplace requirements that contribute to the breadth outcomes.

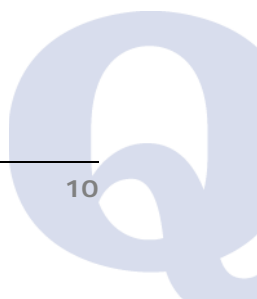
### **Course Descriptions**

- Attach a table that provides a description of each core course such as these might appear in an academic calendar by semester for each academic year.
- For undergraduate programs, attach a table that provides a description of each non-core course such as these may appear in an academic calendar by semester for each academic year.

### **Undergraduate Course Schedule 1**

(See the pages 12–15 for sample course schedules.)

- For undergraduate programs attach a course schedule stating for each academic year, and by semester, the following information:
  - the title of each course/other requirement;
  - the type of course/other requirement (core or non-core);
  - hours per course;
  - course prerequisites, co-requisites and restrictions; and
  - proposed instructors and their highest earned qualifications. Do not include qualifications in progress. If faculty is to be hired, indicate required credentials.



## Undergraduate Course Schedule 2

- For undergraduate programs, attach a second course schedule identical to "Undergraduate Course Schedule 1", with the exception that it does not identify the names of instructors.

## Graduate Course Schedule 1

- For graduate programs, attach a course schedule stating for each academic year, and by semester, the following information:
  - the title of each course/other requirement;
  - hours per course;
  - course prerequisites, co-requisites and restrictions; and
  - proposed instructors and their highest, earned qualifications. Do not include qualifications in progress. If faculty is to be hired, indicate required credentials.

## Graduate Course Schedule 2

- For graduate programs, attach a second course schedule identical to "Graduate Course Schedule 1", with the exception that it does not identify the names of instructors.

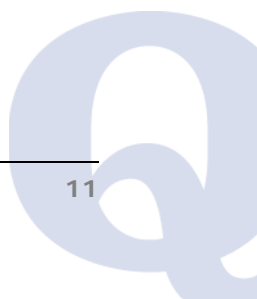
## Work Experience

- Identify all requirements/options for work experience in the program.
- Include a summary of the types of placements students will be seeking for work experience/ placements associated with the program, the organization's plans to develop placement opportunities for students and the level of support the organization will extend to students seeking placements.
- Identify the anticipated outcomes of the work experience associated with the program, how the experience(s) offered will provide the opportunity to put the stated learning outcomes into practice and how students will be evaluated during their placements.

## Course Outlines

- Attach course outlines for all courses. For undergraduate programs, assemble the outlines in distinct sections for core and non-core courses. Each outline should include the following elements:
  - course title;
  - year and semester;
  - course/subject description;
  - method(s) of instruction;
  - a content outline by topic;
  - length in actual contact hours;
  - method(s) and frequency of evaluation of student performance (e.g., assignments, presentations, term papers, exams);
  - resources to be purchased/provided by students (e.g., course kits, equipment, software);
  - textbook requirements (for new programs, indicate illustrative textbooks and other course materials);
  - learning outcomes;
  - a list of the faculty qualified to teach the course and/or the statement "faculty to be hired";
  - faculty qualifications required to teach/supervise the course (include academic credentials and professional experience); and
  - classroom and equipment requirements.

Where advanced standing options or degree completion arrangements are proposed, include a description of each arrangement and at least the following:



## Bridging Course Descriptions

- Where proposed, provide a table that provides a description of each bridging course such as these may appear in an academic calendar.

## Bridging Course Outlines

- Attach course outlines for all bridging courses. Each outline should include the information reported for core and non-core courses (addressed earlier).

## Gap Analysis

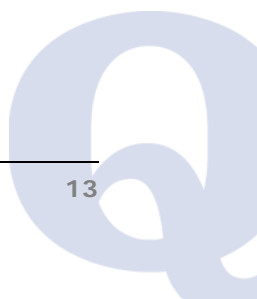
- For each degree completion arrangement, attach a gap analysis that includes at least a comparison of the program outcomes of the prior study with the program outcomes of the proposed degree, the gaps in knowledge and skills and how these will be addressed.

## Sample Undergraduate Course Schedule 1

Year and Semester	Course Title	Total Core Course Semester Hours	Total Non-Core Course Semester Hours	Course Prerequisites and Co-requisites	Instructor(s)	Highest Qualification Earned and Discipline of Study
<b>YEAR 1</b>						
Semester 1	Biology 101	48		Not applicable	Prof. MacDonald	PhD Biology
	Contemporary Canadian Literature (Liberal Arts)		56	Not applicable	Prof. Cooper Prof. Barry	PhD English PhD English
Semester 2	Biology 102	48		Biology 101	Prof. Rinaud Faculty to be hired	PhD Biology MA minimum, PhD preferred
	Ethical Practices in Genetic Research		46	Philosophy 101	Prof. Andrews	PhD Biochemistry
<b>...YEAR 4</b>						
Semester 1	Biology 400	48		Biology 302	Prof. Green	MSc Biology
Semester 2						
<i>Subtotal Course Hours</i>		144	102			
<i>Total Program Hours</i>		246				

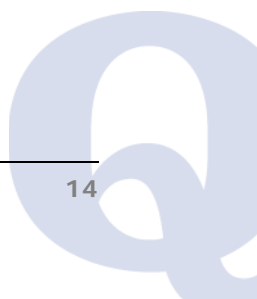
## Sample Undergraduate Course Schedule 2

<b>Year and Semester</b>	<b>Course Title</b>	<b>Total Core Course Semester Hours</b>	<b>Total Non-Core Course Semester Hours</b>	<b>Course Prerequisites and Co-requisites</b>	<b>Highest Qualification Earned and Discipline of Study</b>
<b>YEAR 1</b>					
<i>Semester 1</i>	Biology 101	48		Not applicable	PhD Biology
	Contemporary Canadian Literature (Liberal Arts)		56	Not applicable	PhD English PhD English
<i>Semester 2</i>	Biology 102	48		Biology 101	PhD Biology
	Ethical Practices in Genetic Research		46	Philosophy 101	PhD Biochemistry
<b>...YEAR 4</b>					
<i>Semester 1</i>	Biology 400	48		Biology 302	MSc Biology
<i>Semester 2</i>					
<i>Subtotal Course Hours</i>		144	102		
<i>Total Program Hours</i>		246			



## Sample Graduate Course Schedule 1

<b>Year and Semester</b>	<b>Course Title</b>	<b>Course Semester Hours</b>	<b>Course Prerequisites and Co-requisites</b>	<b>Instructor(s)</b>	<b>Highest Qualification Earned and Discipline of Study</b>
<b>YEAR 1</b>					
<i>Semester 1</i>	Social Theory and Method I	48	Not applicable	Prof. Jones	PhD Anthropology
	Evolutionary and Ecological Theory and Method I	48	Not applicable	Prof. Smith	PhD Anthropology
	Descriptive Linguistics	48	Not applicable	Prof. White	PhD Linguistics
<i>Semester 2</i>	Social Theory and Method II	48	Social Theory and Method I	Prof. Jones	PhD Anthropology
	Evolutionary and Ecological Theory and Method II	48	Evolutionary and Ecological Theory and Methods I	Prof. Smith	PhD Anthropology
	Semiotics and Communication	48	Descriptive Linguistics	Prof. White	PhD Linguistics
<b>YEAR 2</b>					
<i>Semester 1</i>	Critical Issues in Ethnology	48	Not applicable	Prof. Green	PhD Anthropology
	Forensic Anthropology	96	Not applicable	Prof. Williams	PhD Anthropology
<i>Semester 2</i>	M.A. Thesis			Faculty	PhD Anthropology
<i>Total Program Hours</i>		432			



## Sample Graduate Course Schedule 2

Year and Semester	Course Title	Course Semester Hours	Course Prerequisites and Co-requisites	Highest Qualification Earned and Discipline of Study
<b>YEAR 1</b>				
<i>Semester 1</i>	Social Theory and Method I	48	Not applicable	PhD Anthropology
	Evolutionary and Ecological Theory and Method I	48	Not applicable	PhD Anthropology
	Descriptive Linguistics	48	Not applicable	PhD Linguistics
<i>Semester 2</i>	Social Theory and Method II	48	Social Theory and Method I	PhD Anthropology
	Evolutionary and Ecological Theory and Method II	48	Evolutionary and Ecological Theory and Methods I	PhD Anthropology
	Semiotics and Communication	48	Descriptive Linguistics	PhD Linguistics
<b>YEAR 2</b>				
<i>Semester 1</i>	Critical Issues in Ethnology	48	Not applicable	PhD Anthropology
	Forensic Anthropology	96	Not applicable	PhD Anthropology
<i>Semester 2</i>	M.A. Thesis			PhD Anthropology
<i>Total Program Hours</i>		432		

## Section 5: Program Delivery

The Quality Assessment Panel and the Board will assess whether the program delivery methods will achieve the proposed learning outcomes at the degree level standard, and meet the Board's standard and benchmarks for Program Delivery, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) how the methods used to deliver the curriculum and other program elements, and their associated quality assurance policies and procedures, meet the Board's requirements. Clearly label the information provided in this section and ensure that it includes; in addition to the narrative, the course outlines and CVs included elsewhere; at least the following (or a statement that the item is not relevant to this application):

### Quality Assurance of Delivery

- Attach copies of the organization's policies, guidelines and practices pertaining to quality assurance of program delivery method(s).

## Student Feedback

- Attach a copy of the organization's policy regarding the mechanisms and processes for student feedback regarding program delivery. Include the criteria to be used in the assessment of student feedback and a copy of any existing student feedback instruments.

For any program that includes blended, hybrid or online delivery:

- Provide copies of all policies pertaining to technology-, computer- and online modes of delivery.
- Attach the CVs of online learning professional and technical staff.
- Provide copies of all consortial and other agreements relating to the delivery of the program.
- Describe the learning, physical, technological and human resources that will support the online delivery.
- Provide information about electronic library resources available to faculty and students. Where the resources of other institutions/organizations will be used, include copies of formal letters of agreement from the supporting institutions/organizations.
- Provide information pertaining to computer resources and web access available to students. Where the resources of other institutions/organizations will be used, include copies of formal letters of agreement from the supporting institutions/organizations.
- Attach the organization's detailed plan and schedule for the renewal and upgrading of resources necessary to support ongoing online delivery of the program.
- Provide copies of the organization's policies pertaining to the professional development of faculty including the promotion of curricular and instructional innovation as well as technological skills.
- Ensure that faculty responsible for course design and delivery are clearly identified in the CVs provided in Section 6.

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## Section 6: Capacity to Deliver

The Quality Assessment Panel and the Board will assess whether the organization has the capacity to deliver the quality of education necessary for students to attain the stated and necessary learning outcomes, and meets the Board's standard and benchmarks for Capacity to Deliver, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) your organization's capacity to deliver the program. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative and the CVs included elsewhere, at least the following (or a statement that the item is not relevant to this application):

### Learning and Physical Resources

- Describe the on-site and electronic library resources available to faculty and students. Where the resources of other institutions/organizations will be used, include copies of formal letters of agreement from the supporting institutions/organizations.
- Provide information pertaining to on- and/or off-site computer resources and web access available to students. Where the resources of other institutions/organizations will be used, include copies of formal letters of agreement from the supporting institutions/organizations.
- Provide information about classroom space and seating capacity. Where the resources of other institutions/organizations will be used, include copies of formal letters of agreement from the supporting institutions/organizations.

- Describe specialized equipment, workstations and laboratory space available to students. Where the resources of other institutions/organizations will be used, include copies of formal letters of agreement from the supporting institutions/organizations.

### **Resource Renewal and Upgrading**

- Attach the organization’s detailed plan and schedule for the renewal and upgrading of resources including library resources, computers and computer access, classrooms and laboratory space and equipment.

### **Support Services**

- Provide information on any support services that will be available to students.

### **Faculty**

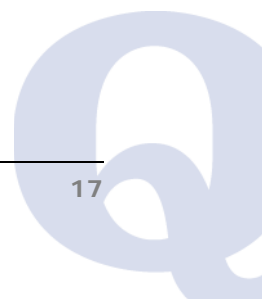
- Provide a four-year projection of cumulative enrolment that accounts for projected attrition, and a four-year plan indicating the number of staff (faculty, technical, teaching assistants, etc.) assigned to the program.
- Attach copies of the organization’s policies pertaining to the following:
  - academic and/or professional credentials required of present and future faculty teaching courses in the program;
  - academic and/or professional credentials required of faculty acting as research/clinical/exhibition supervisors in the program;
  - the requirement to have on file evidence (supplied directly to the applicant by the granting agency) of the highest academic credential and any required professional credential claimed by faculty members;
  - the regular review of faculty performance, including student evaluation of teaching and supervision;
  - the means for ensuring the currency of faculty knowledge in the field;
  - faculty teaching and supervision loads;
  - faculty availability to students; and
  - the professional development of faculty including the promotion of curricular and instructional innovation as well as technological skills, where appropriate.

### **Curriculum Vitae Release**

- Attach the following statement: *“The organization has on file and available for inspection, from all faculty and staff whose curriculum vitae (CVs) are included in this submission, signatures that attest to the truthfulness and completeness of the information contained in their CV and agreeing to the inclusion of their CV in any documents/websites associated with the submission, review and final status of the program application.”*

### **Curriculum Vitae of Faculty Assigned to the Degree Program**

- Ensure that all CVs submitted with this application include at least the following:
  - name;
  - earned degrees (Specify discipline area. Label degrees in progress for fewer than 7 years clearly as “in progress”. Do not include degrees that have been in progress for longer than 7 years.);
  - employment history;
  - scholarly and professional activities;
  - research funding; and
  - publications.



- Where the application is for a bachelor program, attach copies of
  - the CVs of all faculty and professional staff who will be assigned to deliver the **core courses and other core-related requirements** in the program. Where the application includes online delivery, identify clearly which faculty will be assigned to design and/or deliver online courses; and
  - the CVs of all faculty and professional staff who will be assigned to deliver the **non-core courses and any other breadth-related requirements** in the program. Where the application includes online delivery, identify clearly which faculty will be assigned to design and/or deliver online courses.
  - Where the application is for a graduate program, attach copies of the CVs of all faculty responsible for teaching, curriculum development and supervision of students. Where the application includes online delivery, identify clearly which faculty will be assigned to design and/or deliver online courses.

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## Section 7: Credential Recognition

The Quality Assessment Panel and the Board will assess whether the program, while meeting particular needs, is designed to maximize the graduates' potential for employment and promotion in their field and further study and meets the Board's standard and benchmarks for Credential Recognition, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) the design of the program and how it achieves the Board's requirements. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative, at least documented consultations the organization has had with employers, relevant occupational groups, professional associations and other postsecondary education organizations indicating the credential will be recognized for purposes of employment and further study.

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## Section 8: Regulation and Accreditation

In cases where the program is intended to lead to occupations subject to government regulations, the Quality Assessment Panel and the Board will assess whether the program is designed to prepare students to meet the requirements of the relevant regulatory and/or accrediting body, as well as whether the program meets the Board's standard and benchmarks for Regulation and Accreditation, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) the design of the program and how it achieves the Board's requirements. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative, at least the following:

- the current requirements and/or standards of all relevant licensing and regulatory bodies associated with the proposed program and an indication of how the program will address these; and
- documented consultations the organization has had with the relevant regulatory and accrediting body(ies) indicate the credential will be recognized for purposes of employment and further study.

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## Section 9: Nomenclature

The Quality Assessment Panel and the Board will assess whether the program nomenclature reflects the postsecondary education achieved; facilitates public understanding of the qualification; assists students, employers and other postsecondary institutions to recognize the level, nature and discipline of study and meets the Board's standard and benchmarks for Nomenclature, published in the *Handbook for Private Organizations*.

In this section, explain in a narrative (with appropriate supporting materials) how the program nomenclature satisfies the Board's requirements. Clearly label any supporting information included in addition to the narrative.

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## Section 10: Program Evaluation

The Quality Assessment Panel and the Board will assess whether your organization has sufficient policies and procedures for periodic evaluation to assure the quality of the program, and meets the Board's standard and benchmarks for Program Evaluation, published in the *Handbook for Private Organizations*.

In this section, address in a narrative (with appropriate supporting materials) your organization's capacity to assure the quality of the program. Clearly label the information provided in this section and ensure that it includes, in addition to the narrative, at least the following:

- the policies and procedures pertaining to periodic review of the program;
- the intended schedule for formal evaluation; and
- the procedures that will govern the follow-up on matters raised during the review.

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## Section 11: Optional Material

Address in a narrative (with appropriate supporting materials) any other relevant information that is not adequately addressed elsewhere in the submission for Program Review. Include and clearly label any supporting materials.