POLICY TITLE:	Academic Policy Development and Review Policy
POLICY CATEGORY:	Academic
POLICY NUMBER:	TBD
POLICY OWNER:	Provost, Vice President Academic
POLICY APPROVER:	Academic and Student Affairs Sub-Committee of the Board of Governors
RESPONSIBLE AUTHORITY:	AVP, Teaching and Learning
APPROVAL DATE:	01/12/2021
EFFECTIVE DATE:	10/14/2026
REVIEW PERIOD:	Every 5 years
REVIEWED:	09/20/2020
REVISED:	10/14/2026

1. Purpose

The purpose of the Academic Policy Development and Review Policy is to ensure that all of George Brown's academic policies align with the institution's mission, vision and values, as well as with legislative requirements and the Ministry of Colleges, Universities, Research Excellence and Security (MCURES) Binding Policy Directives. This Policy functions as the guiding policy framework for developing and reviewing academic policies under the broader Policy Development and Review Framework Policy.

2. Scope

The Academic Policy Development and Review Policy applies to all academic policies and outlines the process for the formulation, consultation, and approval of new and revised academic policies.

3. Definitions

Word/Term	Definition
Academic policy	A policy that impacts academic programs, operations, and services, including student services.
Amendment	There are two types of amendments. 1. Housekeeping Amendment: A housekeeping amendment requires no substantive change to an existing policy, e.g., updating the names of other policies, or updating definitions or titles. A housekeeping amendment would not normally have to comply with the Policy Development and Review Framework Policy. 2. Substantive Amendment: A material change to the policy, not just a housekeeping amendment.
Ministry of Colleges, Universities, Research Excellence and Security (MCURES)	MCURES is responsible for the administration of laws relating to education and skills training. For more information go to the Ministry website: MCURES
Procedure	A written document that outlines the details of how a policy is to be implemented. A procedure provides the steps, instructions, or methods on how to implement a policy.
Responsible authority	The person or department who has primary oversight and is responsible for administering and overseeing the processes and procedures associated with a given policy.

4.0 Policy

The academic division strives to formally approve, issue, and maintain all policies using a consistent process and format. The Board of Governors, and specifically the Academic and Student Affairs Sub-Committee of the Board, maintains jurisdiction over the approval of academic policies.

4.1 All academic policies shall be developed, reviewed, and maintained in accordance with the Policy Development and Review Framework Policy.
4.2 The academic division shall establish specific policies to address the full range of programs, academic operations, and services.

4.3 Each academic policy will clearly define its purpose and scope, governing principles, and/or intent of the policy.

4.4 Academic policies shall be learner-focused and in alignment with George Brown's mission, vision, and values.

4.5 All academic policies will be reviewed at an interval no longer than every seven years from the last date on which the policy was approved or updated.

4.6 All academic policies must identify the policy owner, approval authority, and responsible authority of the policy.

4.7 All academic policies will adhere to MCURES Binding Policy Directives and other legislative requirements.