



## University of Belize Program Policy UB-PO-AC-005/0

### 1. Background and Purpose

The University of Belize Act Chapter 37 Revised Edition 2000 mandates the University to offer programs aligned with National needs and Regional goals, UB's strategic priorities, regulatory and external quality assurance requirements, and the current and anticipated demands and needs of students, industry, employers, and the broader community.

This policy outlines the principles governing the development of programs at the University of Belize, ensuring a systematic and rigorous process for program development, modification, suspension, reinstatement, discontinuation, monitoring, and review to meet the university's mission and strategic goals.

### 2. Scope

This policy applies to program developers and program leaders when programs are being monitored, modified, suspended, reinstated, reviewed, and/or discontinued.

### 3. Definitions/Terms/Acronyms

Academic Lead

Is an administrator who is responsible for overseeing the academic aspects of a program. This role includes curriculum development, faculty coordination, quality assurance, and ensuring educational standards are met. The academic lead is the primary point of contact for academic inquiries and initiatives.

Academic Program

A coherent set of courses designed to provide students with a well-rounded education in a specific field of study, leading to a credential (degree, diploma, or certificate) awarded by the University of Belize.

Blended Program

Also known as hybrid learning, combines traditional face-to-face instruction with online learning components. It integrates in-person classroom sessions with digital resources, such as online lectures, discussion forums, and interactive activities. This approach offers flexibility and accessibility while retaining the benefits of direct teacher-student

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interaction. At the University of Belize, a blended program is one with a mix of face-to-face and online delivery, where the range is from 26% to 79% of the courses within the program delivered online.

Designated Administrators

Are Faculty Deans, Department Chairs, Program Coordinators, or Program Directors

E-Learning Program

A structured set of courses delivered digitally, enabling remote education. It includes video lectures, interactive modules, discussion forums, and online assessments, offering flexibility in time and location. E-Learning is used in academia to facilitate accessible and efficient learning.

Lifecycle Monitoring

A preventative mechanism that assists in visualizing the entire duration of a program and setting benchmarks to quickly diagnose and take corrective measures.

New Program

Any academic or non-academic program not previously offered at the University. A program of study not currently offered by the University but designed in response to societal and other emergent needs. This can be in existing disciplines or interdisciplinary; face-to-face or online modalities.

Non-Academic Programs

A structured and organized set of activities or initiatives designed to achieve specific goals outside the traditional academic context, focusing on practical skills, personal development, or community engagement.

Online Program

Refers to an educational course or curriculum delivered entirely over the internet. Participants engage in learning activities, access course materials, and interact with instructors and peers through online platforms such as learning management systems, video conferencing tools, and discussion forums. This format offers flexibility and convenience for remote learners.

Program Discontinuation

Teaching out a program with no new enrollments allowed, also referred to as “sunsetting”.

Program Modification

Changes or adjustments to an existing academic or non-academic program, encompassing various elements within the program structure, content, or delivery.

Program Reinstatement	The process of restoring a previously suspended academic program to active status after evaluation and necessary adjustments.
Program Review	A systematic and comprehensive evaluation process that assesses academic programs across all delivery modes. This institutional process examines program effectiveness, quality, relevance, and sustainability through rigorous analysis of quantitative and qualitative data to make evidence-based decisions that drive continuous improvement and strategic alignment.
Program Suspension	A state where no new students are enrolled in an approved program for a specified period.

#### 4. Policy Statement

The University of Belize is committed to providing quality, accessible, and affordable educational programs. All program-related decisions must align with the university's mission, strategic goals, and resources. Programs must be evaluated for alignment with institutional objectives, industry needs, and lifecycle management principles. This evaluation can lead to program modifications, suspension, discontinuation, or reinstatement. The following principles guide the development, modification, suspension, discontinuation, monitoring, and review of programs, ensuring consistency and efficiency.

##### 4.1. Program Development

- 4.1.1. Program proposals must align with UB's mission, strategic plan, and/or national priorities, detailing adequate resources, quality monitoring, compliance with accreditation requirements, as well as regional and international licensing requirements.
- 4.1.2. New programs must reflect current and anticipated market demands and student needs, ensuring flexibility and responsiveness to changing trends.
- 4.1.3. New programs must comply with the UB Qualifications Framework and relevant accreditation standards.

##### 4.2. Program Modification

- 4.2.1. Program modifications are driven by program monitoring, reviews, and internal and external factors to ensure continued relevance and optimal resource utilization to meet national needs.
- 4.2.2. Programs undergo lifecycle monitoring, allowing for revisions or renewals as they approach their end of cycle, ensuring alignment with institutional priorities and effective resource allocation.

### 4.3. Program Suspension

- 4.3.1. Programs may be suspended based on relevance, student Admissions, non-compliance with government regulations, license requirements, or resource constraints.
- 4.3.2. Program suspension decisions consider alignment with national needs, strategic goals, and the impact of external factors such as natural disasters and/or force majeure.

### 4.4. Program Reinstatement

- 4.4.1. Programs are reinstated upon resolving issues that led to the suspension.
- 4.4.2. Program reinstatement occurs only if the quality standards set by the University are met.
- 4.4.3. Program reinstatement decisions, after assessment outlined in the manual, involve stakeholder communication and are based on relevant data.

### 4.5. Program Discontinuation

- 4.5.1. Program discontinuation considers student interest, resource sustainability, and alignment with strategic goals.
- 4.5.2. A lifecycle management approach and periodic program reviews determine the need for program discontinuation.
- 4.5.3. Program discontinuation cannot be reinstated.

### 4.6. Program Monitoring

- 4.6.1. The university assesses the effectiveness and quality of programs by evaluating program learning outcomes, faculty performance, and programmatic goals. This program monitoring process ensures consistent alignment with the university's standards, strategic priorities, and overall institutional effectiveness.

### 4.7. Program Review

- 4.7.1. The University shall conduct systematic program reviews every five (5) years to ensure programs consistently align with university standards, strategic priorities, and institutional effectiveness goals to maintain their relevance.
- 4.7.2. The Program Review process shall utilize evidence-based analysis of quantitative and qualitative data to inform judgments and decision-making within a culture of evidence.

## 5. Relevant Legislation

The University of Belize Act Chapter 37 Revised Edition 2000

**6. Key Related Documents**

Program Development Procedure

Program Modification Procedure

Program Suspension Procedure

Program Reinstatement Procedure

Program Discontinuation Procedure

Program Review Manual

The University of Belize Institutional Effectiveness Framework

University of Belize Qualifications Framework

UB Rise 2027 – Strategic Plan 2023-2027

**7. Policy Approval and Review**

This policy will be approved by the Board of Trustees and will normally be subjected to a five-year review. Amendments to the policy may be recommended by the President from time to time, and these will also require the approval of the Board of Trustees.

**8. Amendment History**

<b>Revision #</b>	<b>Description of changes</b>	<b>Reason(s) for the change</b>	<b>Date of revisions</b>
0	Initial Release	Not Applicable	Same as Initial Release