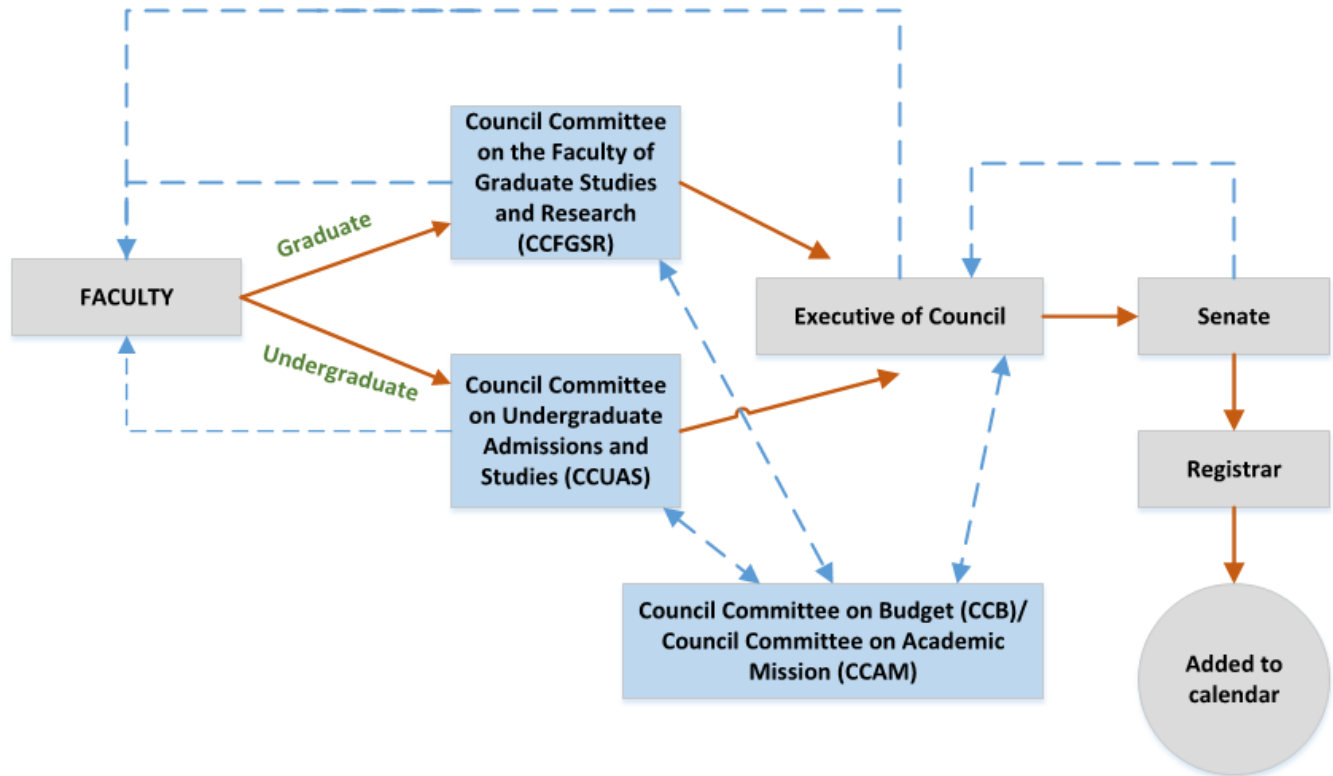


**Guidelines for Academic Programming Approval Process
(approved by Exec. Council Sept. 2017)**

New Program Approval Process



Step 1: Faculty Level: Completion of Required Documents and Approval by Faculty

- Line Faculties will maintain control over their own process for approving new programs.
- Interdisciplinary programs require approval from all Faculties involved. (For Interdisciplinary Graduate programs the process includes a Letter of Intent and Presentation of the Proposal, and a Review of the New Programming after the second or third year (See Graduate Calendar – Appendix C – For Academic Units Only)
- Those proposing new Graduate Programs should consult with FGSRs Program Development Advisory Panel (PDAP)

- Once approved by the Line Faculties, all required documentation must be completed. The Programming Change Proposal consists of these documents.
 - **Registrar's Undergraduate Academic Programming Questionnaire** or a written Program Proposal following FGSR's **Guide for Program and Curriculum Development**
 - All relevant Course Inventory/Course Change forms
 - All related Calendar Change forms
 - In some cases, written commitment to participate by all relevant faculty members from participating disciplines must be received to assure viability of the proposed program; and written endorsement by relevant Deans, Directors, or Institutions.

The **Registrar's UAP Questionnaire** and FGSR's **Guide for P and C Development** address

- Program description (Dept/Faculty home, degree objective, program requirements, required courses)
- A description of how the program fits within the University and faculty planning priorities;
- Details of the program's impact on the participating academic units. Letters of support should be included;
- Information on resource implications of the proposed program, including those related to infrastructure changes necessitated by the program;
- An assessment of immediate costs and how they will be addressed;
- A confirmation that the proposed time line for phasing in the program is feasible from a resource standpoint.
- Program review that includes comparisons to similar interdisciplinary programs at other institutions or within the University;
- Response to any duplication issues. New programs or formal tracks must not significantly duplicate existing programs at the University. It is the obligation of faculty proposing new programs to identify any existing programs with which there might be duplication or overlap, and to obtain written assurance from each of those existing programs that the proposed new program does not pose problematic duplication or overlap;
- Documentation of consultation and support with all participating academic units within the university (e.g., the viability and availability of appropriate graduate level courses);
- Documentation of consultation and support from other post-secondary institutions and agencies as may apply (e.g., government);
- Objective evidence of strong student demand and adequate student placement opportunities is essential. Demand and placement should relate directly to projected enrolment and graduation levels of the proposed program;

- Specific program goals for recruitment, enrolment and time to degree completion must be provided, with an estimated timeline for achieving those goals.

Step 2: Council Committee Level (CCUAS for Undergraduate, CCFGSR for Graduate)

- Council Committees will normally consider new programming proposals only when the relevant documentation has been completed.
- A representative of the Unit proposing the program may be invited to clarify points and respond to questions from the committee.
- The Council Committees' decision for each new programming proposal will normally be
 - Approved for consideration at Executive of Council (with none or some minor revisions, which should be completed before consideration at E of C)
 - Not approved. This decision and its rationale should be communicated to the Line Faculty(ies) that proposed the program. The process stops. Faculties may propose a revised program at a later date if they wish to do so.
 - Defer the new program for consideration at CCB or CCAM to rule on an issue of academic or budgetary concern. A letter from the Council committee Chair explaining the rationale for the Committee's decision in writing should accompany the Programming Proposal in the submission to CCB or CCAM.
- In making their decision, CCUAS and CCFGSR should bear in mind that it is within the responsibilities of CCB and CCAM TORs to advise Council on any matter within their umbrella.

Criteria for CCUAS/CCFGSR or Executive of Council to defer Programming Approval Item to CCAM or CCB:

- 1) If the Council Committee is not satisfied with the Unit's responses to resource or academic quality/mission issues on the questionnaire, the item should be deferred to the appropriate Council committee (CCB or CCAM) for resolution.
- 2) In cases where the committee determines that implementation of the new program or program change requires resources beyond those currently available to the unit(s) offering the program, the decision should be deferred to CCB.
- 3) In cases where the committee determines the new program or program change has the potential to raise questions of potential duplication of an existing

program, raise concerns of an academic quality nature, or does not clearly fit within the scope of the University's Strategic Plan, the decision should be deferred to CCAM.

Step 2B: CCB or CCAM process for deferred item.

- Normally the CCB or CCAM committee will deal with the programming item at the next available opportunity.
- A representative of the Unit proposing the program may be invited to present on behalf of the Faculty.
- The decision to approve/not approve the programming change with rationale will be communicated in writing to the Faculty and the previous Council Committee.
- The committee minutes will serve as record for these decisions and set precedent for future decisions on new programming.

Step 3: Executive of Council.

- The decision at Executive of Council on programming changes will normally be
 - o Approved for consideration at Senate (with none or some minor revisions, which should be completed before consideration at Senate)
 - o Not approved. This decision and its rationale should be communicated to the Line Faculty(ies) that proposed the program. The process stops. Faculties may propose a revised program at a later date if they wish to do so. Executive Council minutes should include reasons for the decision that can serve as a precedent for future decision-making.
 - o Defer the new program for consideration at CCB or CCAM to rule on an issue of academic or budgetary concern. A letter from the Council Committee Chair explaining the rationale for the Committee's decision in writing should accompany the Programming Proposal in the submission to CCB or CCAM.

Step 4: Senate -> Registrar -> Calendar

- In accordance with the University Act, the right of final approval of programming rests with Senate.
- Once approved by Senate, the Registrar's Office has the administrative task of making the changes to the Calendar and Course Catalog necessary to implement the new program.