University of Waterloo New Program Approval Process

Phase 1: Preparation
- Idea for new program
- Discuss with Dept/School & Dean’s Office
- Statement of Interest Approved in Principle by Dean
- Submitted to QA Office
- Initial review and input from QA, AVPA/AVPGSPA and academic support units

Phase 2: Proposal Development
- 1st Draft Proposal Brief, Volume I & Draft Calendar Description
- Department/School Approval
- QA distributes draft to AVPA/AVPGSPA and academic support units. Revisions incorporated, as necessary
- PVA Dean/FFO & IAP construct FVA/business plan and present to Provost
- Provost Approval
- QA Office liaises with department(s) proposing new program to finalize Volumes I, II, III
- Final Proposal Brief Volumes I, II, III and Final Calendar Description

Phase 3: Approval
- Faculty Council Approval
- External Reviewers Site Visit
- Dept/School & Dean response to external review
- Provost Reassessment
- QA Office submits to SUC or SGRC
- SUC or SGRC Approval
- Senate Approval
- Submit to Quality Council & MTCU
- MTCU Approval (Tuition/Grant)
- Quality Council Approval (Academic)

Phase 4: Implementation & Follow-up
- Program Launches (first student intake)
- Two-Year Progress Report (after first Student intake)
- Enters Cyclical Review Cycle

Legend
- Responsibility of new program proponents
- Responsibility of QA Office or IAP
- Key Decision Point

Acronym Definitions:
- AVPA = Associate Vice-President, Academic
- AVPGSPA = Associate Vice-President, Graduate Studies and Postgraduate Affairs
- IAP = Institutional Analysis & Planning
- FFA = Faculty Financial Officer
- PVA = Financial Viability Analysis
- MTCU = Ministry of Training, Colleges and Universities
- QA = Quality Assurance Office
- SUC = Senate Graduate and Research Council
- SGRC = Senate Undergraduate Council

Academic support units, as required:
- Centre for Extended Learning
- Centre for Teaching Excellence
- Co-operative Education
- Graduate Studies and Postdoctoral Affairs
- Institutional Analysis & Planning
- Library
- Registrar’s Office
- Space Planning
- Waterloo Professional Development Program

*New programs may take 1.5 years (graduate programs) to 2.5 years (undergraduate programs) to progress from Phase 1 to Phase 4.

*NOTE: At any point, if significant revisions are required, the program may need to repeat one or more steps.