Approval Process for New Programs

Idea for new program

Discuss with Dept/ School & Dean’s Office

Statement of Interest

Initial review and input from QA, AVPA/ AVPAGSPA and academic support units

Enters Cyclic Review Cycle

Two-Year Progress Report (after first intake)

Program Launches with first student intake

1st Draft Proposal Brief, Volume I & Draft Calendar Description

QA distributes draft to AVPA/AVPAGSPA and academic support units. Revisions incorporated, as necessary

Department/School Approval

Provost Approval

Faculty Council Approval

External Reviewers Site Visit

QA Office submits to SUC or SGRC

Provost Approval

SUC or SGRC Approval

Quality Council Approval (Academic)

Permitted to advertise new program to prospective students. *Subject to approval by the Quality Council

Submit to Quality Council & MAESD

Program Launches with first student intake

Y

MAESD Approval (Academic)

Y

SUC or SGRC Approval

Permitted to advertise new program to prospective students

Y

Senate Approval

Acronym Definitions:
- QA = Quality Assurance Office
- AVPA = Associate Vice-President, Academic
- AVPAGSPA = Associate Vice-President Academic, Graduate Studies and Postdoctoral Affairs
- SUC = Senate Undergraduate Council
- SGRC = Senate Graduate and Research Council
- MAESD = Ministry of Advanced Education and Skills Development

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

Responsibility of new program proponents

QA Office or IAP

Responsibility of QA Office or IAP

Key Decision Point

Y = Yes  **NOTE: If a key decision point is not Yes, the program may be required to move back one or more steps until all issues are adequately addressed.

*Note that it may take 1.5 years (graduate programs) to 2.5 years (undergraduate programs) to complete the new program process.