## New Program Approval Process and Timeline

(Minimum 16 to 24 plus months)

<table>
<thead>
<tr>
<th>Timeline Example</th>
<th>Process</th>
<th>Reference</th>
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<tr>
<td><strong>May</strong></td>
<td>Statement of Interest (1 month)</td>
<td>Section A</td>
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<td></td>
<td>Quality Assurance (QA) Office shares with IAP and responds with any questions. Then QA Office shares the statement with relevant parties involved in development of the proposal (e.g., GSPA, Space, CECA, Library etc.)</td>
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<td><strong>June (1st year) - September</strong></td>
<td>New program proposals (2-4 months) (Proposed Brief - Volume I - plus Section B) Co-op feasibility study (up to 3 months)</td>
<td>Section B</td>
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<td><strong>October – November</strong></td>
<td>Department/School and Faculty Council approval (2 months) develop a list of potential reviewers</td>
<td>Section C</td>
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<td><strong>December - March</strong></td>
<td>Contacting potential reviewers for site visit (2 months); Reviewers’ report (0.5 month); Dept. reply to Report, if needed (1 month) = A total of 3.5 months. Revised brief goes back to Faculty Council for approval</td>
<td>Section C</td>
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<td><strong>April – May</strong></td>
<td>Senate Undergraduate Council or Senate Graduate &amp; Research Council (1 month) Then Senate (1 month)</td>
<td>Section C</td>
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<td><strong>June (of 2nd year) – September</strong></td>
<td>Quality Council approval (2½ to 3 months) Can advertise program “subject to approval by the Quality Council”</td>
<td>Section C</td>
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<td><strong>June (of 2nd year) – January</strong></td>
<td>Ministry of Advanced Education and Skills Development (MAESD) program and tuition approval submission, if needed (3-6 months), but often takes longer. If submitted by April, and expedited for approval, program could be eligible for grant in September.</td>
<td>Section C</td>
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<td><strong>June (of 2nd year) – September</strong></td>
<td>Marketing materials and publicity (3 – 4 months)</td>
<td>Section D</td>
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<td><strong>October – January</strong></td>
<td>January application deadline for students</td>
<td>Section D</td>
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<td><strong>May – June</strong></td>
<td>Enactment by Registrar’s Office/ Graduate Studies and Postdoctoral Affairs (2 month)</td>
<td>Section D</td>
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Section A

**Academic Program Conception:** Department/School sends a *Statement of Interest* to the Quality Assurance Office (QA).

**Statement of Interest** is a brief 1-2 page document that should include the following:

- The proposed emphasis of the new program (i.e., what the new program will offer - similar to a course description)
- Describe any unique or distinguishing attributes of the new program (e.g., capstone project, study abroad, fieldwork, boot camp, practicum etc.)
- Whether the program will be regular, co-op or both
- A suggested date for starting the program and projected enrolment (Canadian vs. International)
- Proposed tuition rate (existing or another one?)
- Space needs (Renovation or new space?)
- The name of the individual(s) who will be developing the new program proposal

The QA Office reviews the statement with Institutional Analysis and Planning (IAP). Once all initial questions have been answered, the QA Office will then share the **Statement of Interest** with the relevant parties below:

- Graduate Studies and Postdoctoral Affairs Office (GSPA) (GRAD ONLY)
- Deans and Associate Dean(s) (Undergraduate and/or Graduate Studies)
- UG Assistant Registrar(s) of Faculty – if it involves more than one Faculty (UG ONLY)
- Space Planning & Utilization
- UW Associate Librarian
- Co-operative Education and Career Action (CECA), if there is a co-op stream
- Marketing and Undergraduate Recruitment (MUR)
- Centre for Extended Learning (CEL)

A Financial viability analysis plan **must be completed by the Budget Resource Planning team in IAP**. For example: is the program viable? Faculty/Provost sharing funds, faculty appointments, initial enrolment numbers, steady state enrolment numbers (consult Faculty Financial Officer, Budget Resource Planning team in IAP and QA)

Financial plan approvals (consult QA Office who connects with Budget Resource Planning team in IAP to confirm Provostial approval).
Section B

Proposal for new program must include:

- Course requirements by year/level
- Admission requirements (consult Assistant Registrar or GSPA)
- Degree requirements (consult Assistant Registrar or GSPA)
- Scholarships (consult Assistant Registrar and GSPA)
- Program fee structure (consult IAP)
- Co-op term sequence (consult CECA)
- Co-op feasibility study (consult CECA) [this may take 3 or 4 months]
- Library resources (consult Associate Librarian)
- Program’s objectives related to UW UDLEs and GDLEs; contact Centre of Teaching Excellence (CTE)
- Determination if non-core program (consult IAP and AVPA)
- Statement on MAESD criteria, if needed (consult IAP)
- Develop academic progression and advisement rules (consult Assistant Registrar or GSPA)
- OSAP and Financial Aid considerations (consult Director, Student Aid and Financial Awards Office and/or GSPA)
- Other resources needed – computing, equipment, specialized labs
- Consult CTE and CEL re: design and delivery mode of program
Section C

Approvals:

- Department/School
- Faculty Undergraduate Studies Committee¹ or Faculty Graduate Studies Committee
- Check in with QA Office to ensure all necessary components have been completed
- Faculty Council * Only sent to Faculty Council once fully approved by the Provost and confirmed by the QA Office*
- External Review and Site Visit (organized by the QA Office)
- Senate Undergraduate Council ² (SUC) or Senate Graduate Research Council² (SGRC)
- Senate³
- Ministry of Advanced Education and Skills Development ⁴ (MAESD)

¹Dates of meetings of these bodies can be obtained from the office of the relevant Dean

²Senate Undergraduate Council (SUC) / Senate Graduate Research Council (SGRC) meet once a month except for July and August. The latest month for SUC/SGRC approval to meet the deadline of offering the program in September of the following year is October.

³Senate meets every month except July, August and December. The latest month for Senate approval for the program to begin the following year in September is November.

⁴Documentation to MAESD for approval of fees and WGUs, if a non-core program (IAP). MAESD’s deadlines for new programs are four times a year – January, April, July and November.

NOTE: If the April deadline is missed the program will not be eligible for funding until the following Winter term.

Section D

Enactment of program:

- Registrarial activities (Assistant Registrar, IAP and GSPA)
- Marketing materials and publicity (MUR, Registrar’s Office, GSPA)