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 Submit to QA Office → Initial review and input from QA, AVPA/AVPGSPA and academic support units

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

Phase 2: Proposal Development

1st Draft Proposal Brief, Volume I & Draft Calendar Description → Dept/School Approval → Faculty UG/G Committee for discussion / Review by Dean and early discussion with Provost → Submit to QA Office → AVPA/AVPGSPA and support units review → FVA Dean/FFO/EO & IAP construct FVA/Financial Summary. Present to Provost → Provost Approval → Y → QA Office liaises with dept(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-Level Approval (UG/G Committee and Faculty Council) → Y → External Reviewers Site Visit → Dept/School & Dean response to external review → Provost Reassessment *if necessary, following external review* → Y → QA Office submits to SUC or SGRC → SUC or SGRC Approval → Y → Senate Approval → Y → Submit to Quality Council & MCU → Quality Council Approval (Academic) / MCU Approval (Tuition/Grant)

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

MCU approval takes minimum 4 months

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 Postdoctoral Affairs
G = Graduate
IAP = Institutional Analysis & Planning
EO = Executive Officer
FFO = Faculty Financial Officer
FVA = Financial Viability Analysis
MCU = Ministry of Colleges and Universities
QA = Quality Assurance Office
SGRC = Senate Graduate and Research Council
SUC = Senate Undergraduate Council
UG = Undergraduate

Academic support units, as required:

Centre for Extended Learning
Centre for Teaching Excellence
Co-operative & Experiential Education
Graduate Studies and Postdoctoral Affairs
Institutional Analysis & Planning
Library
Registrar's Office
Space Planning
Waterloo Professional Development Program

Y = Yes, the program may move onto the next step
**NOTE: At any point, if significant revisions are required, the program may need to repeat one or more steps