Timeline for a New Program

(The total estimated time it takes to complete a new Program Proposal is between 22 and 48 months!)

Consultations: 1 to 2 months		•	Full Proposal Development: 8 to 18 months		Internal Responses: 2 to 4 months		Institutional Approvals: 1 to 3 months		
A	At an early stage, Academic Unit will consult with SGSPA (for Graduate programs), Provost's office, the relevant Faculty or School, Office of the Registrar, and Office of Planning and Budgeting to ensure that there is sufficient support and advice in program development.	<u>C</u>	The Proposal is most often completed within 8 to 12 months depending on the complexity. The proposal needs to be reviewed and approved by the Unit Head(s), Deans(s), Faculty Board(s), Faculty Gradual Council (for Grad programs) and Registrar, Planning & Budget, SGSPA, and GSEC (for Grad programs). Approvals usually take between 2 and 6 months depending on the frequency of committee meetings.	E	Responses to the review team's report are collected from the Academic Unit, Faculty or School, and Grad School (required for Grad programs).	G	Depending on when the full proposal package is complete, and when SCADP, and Senate are scheduled to meet, approvals can take up to 3 months or even longer, as Senate does not meet over the summer. (Once approved at Senate, the program can be advertised to prospective students as "subject to approval by the Quality Council")		
									Congratulations! Once approved by Quality Council, the New Program has been approved!
	В	The Pre-approval stage involves 2 to 6 months to complete the template, and 5 to 15 weeks to complete all approval levels. These include: Dept./Unit head(s). Faculty Dean(s), Faculty Board(s) (at Dean's discretion), Offices of Registrar and Planning & Budget, VP and Dean of SGSPA, and VPTL. If any body has significant/minor concerns, Academic Unit may need to resubmit the Preapproval and in that case, this stage may need longer than 10 months.	D	The processes for nominating the review team, preparing for the site visit, booking the visit and receiving the report can take up to 6 months depending on the time of year. Remember, student involvement in the review team meetings is required! The review team has one month to submit their report to the Provost's Office.	F	Changes may be made to the proposal based on the review team's recommendations and/or the internal responses. If this is the case, they can usually be completed within 2 months depending on the complexity of the change.	H	Depending on committee meeting dates, Quality Council's Appraisal Committee and Quality Council may take up to 3 months to approve the full proposal package.	NB: Ministry funding approval may also be sought - see below
		proval Proposal:	Review			e Revisions:	=	ncil (Provincial-	
4 to 10 months			ations, Site-Visit	1 to 2 m	ionths	level Approv	•		
				view Report:			2 to 3 month	S	
	Note:		3 to 6 n	nontns					

Note:

- Once approved by Senate, the Provost's Office will submit the funding application for a funding eligible program to the Ministry of College and Universities (MCU). Ministry funding approval can take from 4 months to over a year.
- The Program can commence before the MCU approval for funding is received, but the Faculty offering the program assumes the financial risk of offering the program before funding is approved.
- After a new program is approved to commence, the program will begin within 36 months of the date of approval; otherwise, the approval will lapse.
- Within **five years of first entry** into the program and prior to the program's first cyclical program review, new programs are jointly assessed by the Dean(s) and Unit Head(s), with the submission of a Five-Year Progress report to the Provost (or delegate) and to Senate for information.