Timeline for Expedited Approvals

(Senate is the final level of approval)

(The total estimated time it takes to complete an Expedited Approval is between 15 and 33 months!)

This Expedited Approval Protocol applies to the following proposal types:

a) Undergraduate Diplomas
b) Undergraduate Certificates

d) Institution Approvals: 2 to 3 months

Consultations: 1 to 2 months

A At the very early stage consult with SGSPA (for Graduate programs), the relevant Faculty or School, Provost’s Office, Office of the Registrar, Office the Planning and Budgeting, and other offices as appropriate.

Full Proposal Development: 8 to 18 months

C 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 Graduate 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. If any body has significant/minor concerns, Provost’s Office will communicate with the Academic Unit on next steps.

Pre-approval Proposal: 4 to 10 months

B The Pre-approval stage involves 2 to 6 months to complete the template, and 5 to 15 weeks to complete all approvals levels. These include the Dept./Unit head, Faculty Dean, Faculty Board (at Dean’s discretion), and GSEC (for Grad programs).

Institutional Approvals: 2 to 3 months

D Depending on when the full package is complete, and when Senate Committee on Academic and Procedures (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.

Congratulations!

Once approved at Senate, the Expedited Approval has been approved

NB: Ministry funding approval may also be sought - see below

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.
• Next steps may include subsequent reporting or continuous improvement requirements, and a 5-year follow-up report. These reporting requirements will be tracked by the Provost’s Office.