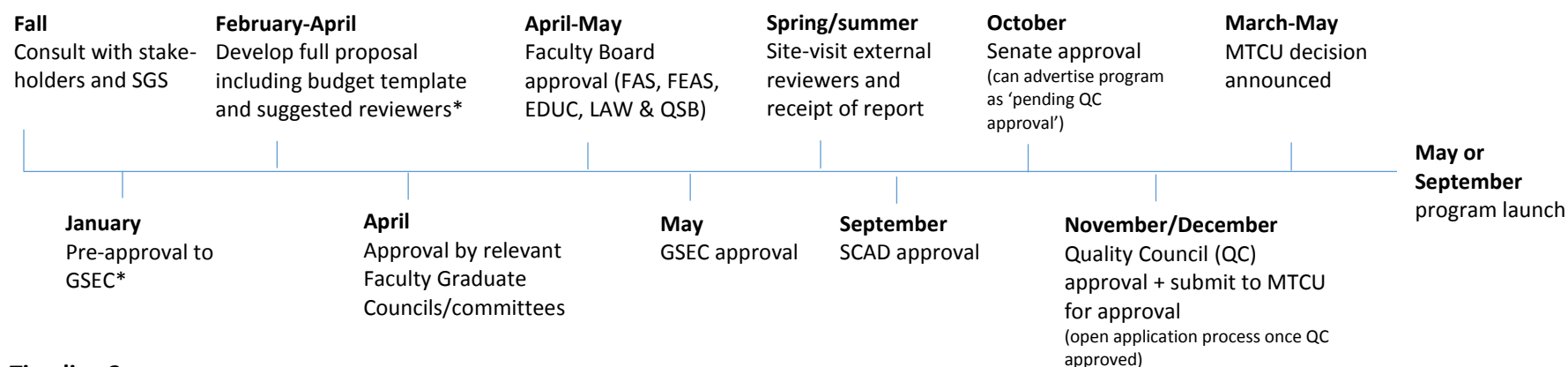


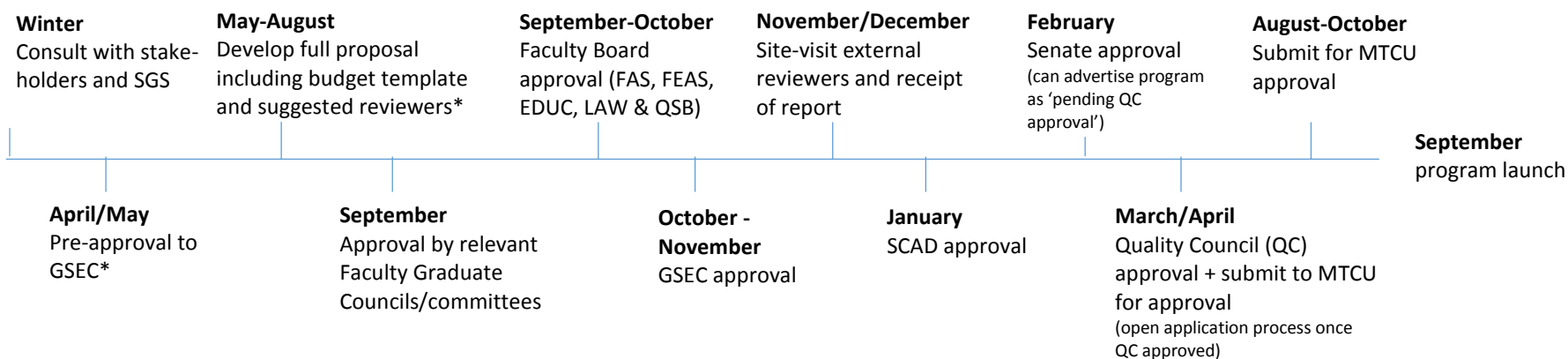
Path and timeline for approval of a new graduate program

Once you have plans to develop a new graduate program, contact the School of Graduate Studies to discuss your proposal, the process and to establish a timeline. Our experience has been that program directors know when they would like the program to launch, so it's often best to work backwards keeping in mind the meeting schedules of those committees that must consider and approve the proposal. Note that although Senate does not meet from May – August inclusive, the Senate Agenda and Summer Action Committee may act on behalf of Senate to deal with time-sensitive matters including program approvals that have been approved by SCAD.

Timeline 1



Timeline 2



* Ensure that required signatures have been obtained

Notes

The Pre-Approval requires a summary of the proposed program(s), the expectations in terms of demand, enrolment and anticipated resource implications. Sign-off is needed from the Department Head/director, appropriate Faculty Dean(s), Vice Provost and Dean (SGS), the Graduate Studies Executive Council and the Provost.

Development of full proposal requires consultation with students, staff, faculty, and shared services. Additionally, an evaluation of the student demand for the program is needed as well as a scan of similar programs to help establish the need for the program. Submission of the proposal must include a budget template and suggested reviewers. Sign-offs required prior to being considered by GSEC include: the Department Head/director, the appropriate Faculty Dean(s), confirmation of approval by the appropriate Faculty Graduate Council/Committee, and confirmation of approval by relevant Faculty Board(s)*. Once approved by the Graduate Studies Executive Council, the SGS will acquire signatures from the Vice-Provost (Library), the University Registrar, the Executive Director of Budget and Planning (all of whom should have been consulted in preparing the proposal document), and the Provost before the document is sent to the external reviewers. Note that a site-visit is required by the reviewers.

Suggestions

As you consult with past graduates and the target audience keep a list of those individuals who have expressed interest so they may be contacted once the program has been approved. This has proven beneficial in the past and enabled programs to meet their projected enrolment target for year 1 when the timeframe for advertising the new program might be limited.

* Check regulations of relevant Faculty Graduate Council/Committee. Currently the Faculty Boards of Business, Law, Education, Arts & Science, and Engineering & Applied Science must approve new programs.