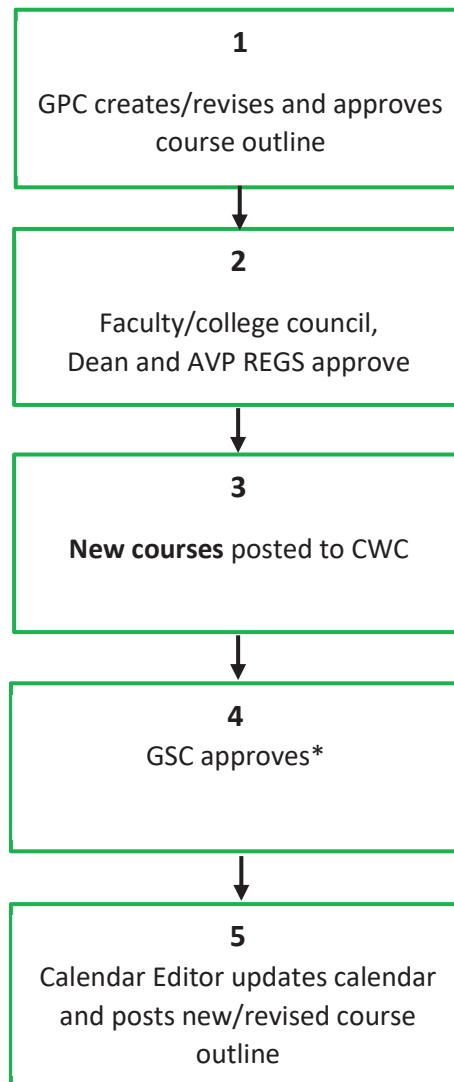


Approval process for new courses and major course changes



*In the case of budgetary implications, GSC and SBC will both review and recommend to Senate for approval.

New courses and major course changes (4-5 months)

- 1. Development/revision of course outline:** The Graduate Program Committee (GPC) develops and approves the course outline. If revisions are being made to an existing course, a Word version of the current course outline is requested from the Calendar Editor and, whenever possible, Word's track changes feature is used to highlight any revisions being made to the course outlines. A memo outlining the rationale and any financial implications of the new or revised course is submitted with the course outline.
Use the current official Graduate Course outline form available [here](#).
- 2. Faculty/College Council; Dean and AVP REGS:** GPC submits the course outline and memo to the faculty/college council (and, if applicable, the faculty/college curriculum committee), Dean and AVP REGS for approval. Dean and AVP REGS determine if the proposed course or course changes have any significant budgetary implications. If so, the Dean prepares an explanatory memo for submission to Senate Budget Committee (SBC) (see step 4 below).
- 3. Campus-Wide Consultation (CWC):** For new courses only, the council or Dean's assistant submits the course outline and memo to the PDQA for posting to CWC for a period of one to four weeks. During CWC, the GPC must respond to all comments submitted, and include this response in the memo. Major course changes **do not** need to be posted to CWC.
- 4. Graduate Studies Committee (GSC) / Senate Budget Committee (SBC):** The GPC submits the course outline, memo, and any CWC comments and responses, to GSC. GSC approves the course outline, or recommends to Senate for approval if there are financial implications.
If there are financial implications, the GPC submits the course outline and memo from the Dean to the Senate Budget Committee. SBC will review and make a recommendation to Senate. Both GSC and SBC recommendations are sent to Senate concurrently.
- 5. Publication:** GSC (or Senate in the case where there are financial implications) submits the course outline to the Calendar Editor, who makes the necessary changes to the calendar, posts the new/revised course outline on the website (<https://www.ufv.ca/calendar/courseoutlines/>), and sends the course outline to OReg for data entry.