Approval Process for Major Program Changes

1

GPC in consultation with Dean/AVP REGS, revises program, writes rationale for changes, and identifies any budgetary implications

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2

Faculty/college council, Dean and AVP REGS approve

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3

Posted to CWC

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4

GSC recommends to Senate
(If financial implications, SBC recommends to Senate concurrently)

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5

Senate approves

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6

Calendar editor posts updates
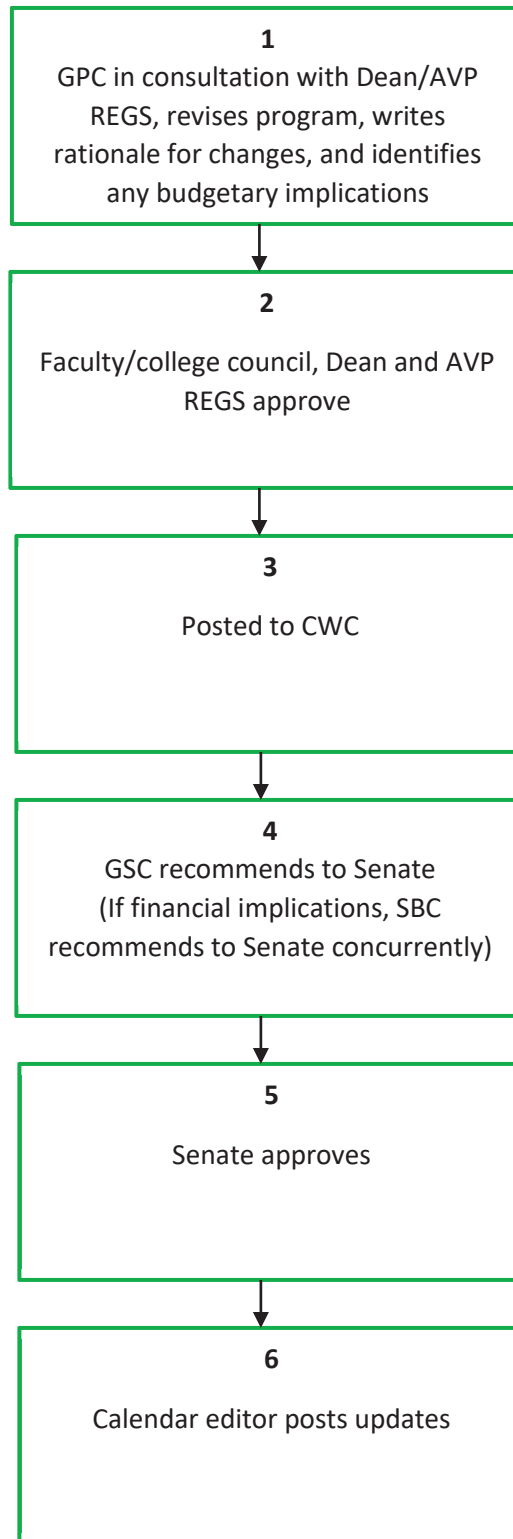
Major Program Changes (minimum 7-8 months)*

1. **Development of Program Revisions:** GPC, in consultation with the Dean responsible and AVP REGS, outlines and approves changes to the program and rationale for the proposed changes, identifying any budgetary implications.

2. **Faculty/College Council, Dean and AVP REGS:** GPC submits the program revisions and calendar copy to Faculty Council (and, if applicable, faculty/college curriculum committee), Dean and AVP REGS for approval. Dean and AVP REGS, in consultation with the Budget Office, determine if the proposed revisions have any significant budgetary implications. If so, the Dean prepares an explanatory memo for submission to Senate Budget Committee (SBC) upon recommendation by GSC (see step 4 below).

3. **Campus Wide Consultation (CWC):** The council or Dean's assistant submits the program revisions, calendar copy and rationale to the PDQA who will post to CWC for one to four weeks. Developers must respond to all comments submitted during the CWC process and include the responses in the submission to GSC.

4. **Graduate Studies Committee (GSC) / Senate Budget Committee (SBC):** The GPC submits the program revisions, calendar copy and rationale, and any CWC comments and responses, to GSC for review and recommendation to Senate.

   If there are financial implications, the Dean submits the proposed revisions and budgetary analysis to the Senate Budget Committee. Both GSC and SBC recommendations are sent to Senate concurrently.

5. **Senate:** The proposed revisions, budget and calendar copy are submitted to Senate for final approval.

6. **Publication:** The GSC Assistant confirms that the proposed revisions have final approval, and submits the approved calendar copy to the Calendar Editor, who makes the necessary changes to the calendar.

* The Ministry includes in its definition of "new program" revision of a program's major objectives resulting in significant change and a significant revision of a program that warrants credential renaming. Please consult the Program Development Office if the revision considered may fall under this definition.