Process Overview: Proposal of a New Graduate Program or Revisions to a Current Graduate Program

Offices Responsible

Proponent/Faculty

Program Idea & Initial Consultation with Department

First Draft of Exec. Summary (See QRE)

Department Consultation and Approval

Dean's Support

Submit for support with

Senate-required Forms (See Curriculum Guidelines)

Informs

Operational & Financial Reqs. (See QRE)

Library Consultation

Program Budget & Forecast

Submit Required Package By Depart./Faculty

Depart & Faculty Approval

Ministry-Required Forms

Offer Program

Provost's Office

Market Research & Analysis

And

Strategic Alignment Support & Enrolment Forecast

Informs

Submit for support with

Consultation with Operational Units

Submit all with draft Budget Impact Form

Final Review of Program Viability

Head & Dean Approve

Provost Support

Signed Budget Impact Form

Begin Student Tuition Consultation

Support, Review and Submission of Package

Senate

Contact Senate Office to learn anticipated timelines and steps for approval

Work with Senate Office on structure of proposal and become aware of related policies, forms & consults

Senate Approval

Senate Committee(s) Approval

Proponent Informs CoGS

Graduate Program and Curriculum C. Approval

College of Graduate Studies (CoGS)

Consult includes CoGS

Start Application Form Set up

Senate Office Submits

Provost's Submits

Board of Governors (BoG)

BoG Approval

Ministry

Ministry Approval Needed?

YES

NO

Ministry Approval

LEGEND:

- Key Communication
- Milestone
- Deliverable
- May not apply. Provost's Office advises

PLEASE NOTE:

- Use this as a tool to understand the **overall process**. The horizontal lanes **do not represent time**
- For more resources see the Provost's Office website: *provost.ok.ubc.ca/initiatives/program-development/*
- This process does not reflect internal Faculty processes or accreditation processes
- QRE: Questionnaires available in the Provost's Office website