

Review and Approval Process for New Programs <sup>1</sup>											
Program Type										Certificate where a closely related credential exists	Option developed in an existing non-degree program (if recognized on transcript) <sup>2</sup>
PWG	All new programs require an approved Program Working Group: Undergraduate PWG form; Graduate PWG form										
Concept Stage	PDQA > Faculty/College Council & Dean > PDQA > Provost > APPC > Senate > Board							Not applicable			
	Use Degree Concept Paper Template			Use Non-Degree Concept Paper Template							
Program Proposal	Template	Degree Program Proposal		Minor Program Proposal <sup>3</sup>	Non-Degree Program Proposal			Minor Program Proposal	Honours Program Proposal	Non-Degree Program Proposal	
		in Stage 2 Only									
	Stage 1	PDQA > APPC & SBC > PDQA > PSIPS Peer Review > Minister Use Stage 1 Template		Not applicable							
	Stage 2/ Internal Approval	PDQA > Curriculum Committee > CWC > GSC <sup>4</sup> > APPC/Senate > Peer Review	PDQA > Curriculum Committee > UEC Screening > External Desk Review <sup>4</sup> /CWC > UEC <sup>5</sup> > APPC/Senate > Peer Review <sup>3</sup>	PDQA > Curriculum Committee > UEC Screening > CWC > UEC > SBC > APPC/Senate > Peer Review	as left - goes to GSC instead of UEC	PDQA > Curriculum Committee > UEC Screening > CWC > UEC > SBC > APPC > Senate > PSIPS, if required					
Peer Review	30 days > DQAB > site visit > Minister	30 days > Ministry approval	30 days > Ministry approval	30 days	n/a	30 days	n/a	n/a	n/a	30 days	
if program changes substantively from concept paper, Board approval may be required											

<sup>1</sup> This chart does not apply to programs that qualify for expedited review. The Ministry of Advanced Education also defines as a new program: an existing interdisciplinary major for which the majority of the courses are new or are substantially altered to conform to the program's objectives; a joint major if one or more of the fields in the joint that may be precedent-setting; and a significant revision of a program that warrants credential renaming.

<sup>2</sup> if it is not recognized on the transcript, it is considered a major program change, as per Ministry guidelines

<sup>3</sup> unless otherwise determined in consultation with the Provost's office and DQAB

<sup>4</sup> in the case of minors only (no Stage 1)

<sup>5</sup> return to SBC, if any program changes since Stage 1 affect program costing