



# New Graduate Degree Approval Process

Step	Action	Resources	Who	Comments
1	Consultation with the Associate Vice-President Academic Planning	Resources to support the proposed program will be discussed	Academic Unit and Deans of FGS and disciplinary faculty	All new programs should appear in Faculty academic plans. If not, an updated plan will be required.
2.	Meet with Dean of Graduate Studies to review process, timelines, and proposal guidelines	Guidelines are available from the Office of the Dean of Graduate Studies and the VPAC's website	Representative from the Academic Unit and Dean of FGS	Disciplinary Dean must have approval of AVPAC-Planning before the proposal can be drafted.
3.	Develop drafts of proposal	Dean of Graduate Studies will work closely with you through several drafts	Academic Unit, Deans of FGS and disciplinary faculty will review drafts	Three or four drafts are not unusual.
4.	Proposal approved by academic unit	Full Proposal + all appendices	Academic Unit	
5.	Proposal approved by Graduate Executive Committee	Full proposal + all appendices except Business Plan	Chaired by Dean of FGS. Reps from all Faculties. Academic Unit and Dean of FGS. Disciplinary Dean may also attend	Academic Unit makes a short presentation and then responds to questions.
6a.	Proposal approved by Disciplinary Faculty	Full proposal + all appendices except Business Plan	Academic Unit and disciplinary Dean	These two steps can happen in either order
6b.	Proposal approved by Faculty of Graduate Studies.	Full proposal + all appendices except Business Plan	Chaired by Dean of FGS. Reps from all Faculties. Academic Unit and Dean of FGS. Disciplinary Dean may also attend	
7.	Proposal approved by sub-committee of Senate Committee on Curriculum	Full proposal + Calendar submission	Send docs to the chair. Get a letter for the file.	This can usually be done via email

