



University  
of Victoria

## New Graduate Certificate or Diploma 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	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		Academic Unit	
5.	Proposal approved by Graduate Executive Committee	Chaired by Dean of FGS. Representatives from all Faculties attend.	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	Chaired by the Dean of the Faculty	Academic Unit and disciplinary Dean	These two steps can happen in either order
6b.	Proposal approved by Faculty of Graduate Studies.	Chaired by Dean of FGS. Representatives 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	Proposal + Calendar Submission	Send docs to the chair. Get a letter for the file.	This can usually be done via email
8.	Proposal approved by Senate Committee on Planning	Full proposal + all appendices except Business Plan	Chaired by AVPAC-Planning. Reps from all Faculties. Academic Unit and both Deans attend.	Academic Unit makes a short presentation and then they and Deans respond to questions.
9.	Proposal approved by Senate	Full proposal + Calendar Submission + Letters of Support	VPAC-Planning presents proposal to Senate	Deans and Academic Unit respond to questions about Academic content..
10.	Approval by Board of Governors	Fill proposal + Appendices	VPAC presents proposal to Board of Governors	Resource allocations must be approved by Board
11.	Submit entry for next UVic Graduate Calendar	Curriculum change forms	Academic Unit	Has been pre-approved.