



University  
of Victoria

## 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



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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 + Letters of Support + Calendar Submission	AVPAC-Planning presents proposal to Senate	Deans and Academic Unit respond to questions about Academic content..
10.	Approval by Board of Governors	Full proposal and Appendices	VPAC presents proposal to Board of Governors	Resource allocations must be approved by Board
11.	Proposal posted on the Ministry's Degree Granting Authorization website for 30-day Peer Review.	Executive Summary + Full Proposal + Letters of Support. Must all be separate PDF documents	Academic Unit sends documents to the VPAC's office for posting.	The Executive Summary and Full Program Proposal are available for public viewing for 30 days. Appendices are not posted for public viewing.
12.	Comments on proposal collected by the VPAC's Office and forwarded to the Deans and the VPAC for review		VPAC, VPAC's office, Deans, Academic Unit.	At this time the institution can provide comment in response to peer comments on the Ministry's website and the Academic Unit can make minor changes to the proposal.
13.	Submission to Minister of Advanced Education and Labour Market Development for approval		VPAC's office	The Minister can refer the proposal to the Degree Quality Assessment Board for Review if there are concerns
14.	Approval by the Ministry	VPAC's office is notified	Deans and the Academic Unit will be notified by VPAC's office	The program may be officially started.
15.	Submit entry for next UVic Graduate Calendar	Curriculum change forms	Academic Unit	Has been pre-approved.