



University
of Victoria

New Graduate Program (Masters and PhD) Approval Process (Ministry)

Step	Action	Resources	Who	Comments
1	Consult with Head of academic unit	Discussion regarding academic planning	New program lead	Head of academic unit to confirm new program as priority.
2	Consult with Disciplinary Dean	Discussion regarding academic resource planning	Head of academic unit	Disciplinary Dean to confirm new program as priority.
3	Meet with the Associate VP Academic Planning (AVPAP) together with Faculty of Graduate Studies (FGS) Dean.	Discussion regarding resources required for the program & proposed tuition structure. If required, the Non-standard Tuition template is available on the VPAC site.	Head of academic unit and disciplinary Dean	All new programs to be part of Faculty resource planning documentation.
4	Consult FGS Coordinator re FGS approval of template & curriculum	Templates and guidelines available on the VPAC website.	Representative of academic unit	Discuss process/timelines for approval of completed template & curriculum changes.
5	Create Quali entry with appropriate approval workflow. Senate Committee on Curriculum (SCC) approval required.	Quali	Academic unit	Discuss documentation and submission to SCC.
6	Complete the Ministry and FGS supplemental templates & Non-Standard Tuition Template (if applicable); obtain all required consultation documentation	Approval steps for new graduate programs and templates as per the VPAC website	Academic unit	***Non-Standard Tuition Template required only where non-standard tuition is being proposed



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	and approvals as indicated on the template. ***Ensure external letters of support are included			
7	Submit completed templates (proposal) to FGS for Graduate Executive Committee approval.		Academic unit	Academic unit makes a short presentation at GEC and responds to questions. Revisions made as required by GEC.
8	Proposal submitted to FGS Council for approval.		FGS submits to Council after Executive approval	Academic unit makes a short presentation at Council and responds to questions.
9	FGS submits the proposal to Senate Committee on Planning for approval / recommendation to Senate.		Dean of FGS submits to AVPAP	Faculty Dean or designate makes a short presentation to SCP and responds to questions.
10	Proposal submitted for Senate approval by Admin to AVPAP.		AVPAP introduces the new program to Senate	Dean and academic unit respond to questions about academic content.
11	Proposal submitted for Board of Governors approval by Admin to AVPAP.		VPAC introduces the new program to Board of Governors	Resource allocations must be approved by Board.
12	Submission to the Ministry of Post-Secondary Education and Future Skills for review/approval.		AVPAP's Office	**Deans and the academic unit will be notified by AVPAP once Ministry approval is granted.