



University
of Victoria

Program Change to an Existing Graduate Program Approval Process

For use with the following:

- Double or dual degree programs involving existing degrees
- Programs involving partnerships or agreements with other institutions
- Changes to a program degree or title
- Significant changes to program focus, content, structure, new stream within existing program or requirements

Step	Action	Resources	Who	Comments
1	Consult the disciplinary Dean	Discussion re academic resource planning	Head of academic unit	Disciplinary Dean to confirm proposed change as a priority.
2	Consult the Associate Vice-President Academic Planning (AVPAP) together with the Faculty of Graduate Studies (FGS) Dean.	Resources to support the proposed change will be discussed	Academic unit and disciplinary Dean	If a new stream, this should appear in Faculty resource planning documentation.
3	Consult FGS Coordinator to review process & timelines for FGS approval.		Representative from the academic unit	Discuss FGS & curriculum approval process and requirements.
4	Create Quali entry with appropriate approval workflow. Senate Committee on Curriculum (SCC) approval required.	Quali	Academic unit	Discuss documentation and submission to SCC
5	Complete standard template for program change - graduate; obtain all required consultation documentation and approvals as indicated on the template.	Approval steps for program change – graduate and template as per the VPAC website	Academic unit	All consultations must have supporting documentation.
6	Submit completed templates (proposal) to FGS for Graduate Executive Committee approval.		Academic unit	Academic unit makes a short presentation to GEC and responds to questions.

Step	Action	Resources	Who	Comments
7	Proposal submitted to FGS Council for approval.		FGS submits to Council after Executive approval	Academic unit makes a short presentation to Council and responds to questions.
8	FGS submits the proposal to Senate Committee on Planning for approval / recommendation to Senate.		Dean of FGS submits the proposal to the AVPAP	Faculty Dean or designate makes a short presentation to SCP and respond to questions.
9	Proposal submitted for Senate approval by Admin to AVPAP.		AVPAP introduces the proposal to Senate	Dean and academic unit respond to questions about academic content.
10	When required, proposal submitted for Board of Governors approval by Admin to AVPAP.		VPAC introduces the proposal to Board of Governors	Resource allocations must be approved by Board