**New Graduate Programs (Expedited Review & Approval)**

**For the Introduction of New Collaborative Graduate Programs and New Graduate Diplomas**

*(Does Not Require External Consultants)*

### Graduate

Applies when:
- Introducing a new collaborative graduate program
- Introducing a for-credit graduate diploma program

**Note:**
- New Undergraduate Collaborative Programs (such as 2 + 2 programs with a community college) are reviewed using the Full Review & Approval process for new undergraduate programs.
- New Undergraduate Diplomas and Certificates are reviewed using the Major Modifications process for undergraduate programs.

### Contents of the Brief:

**Objectives of the program**
- Fit with University's mission and academic plan
- Appropriateness of requirements and learning outcomes in relation to "Graduate Degree Level Expectations"
- Anticipated employment or post-graduate study opportunities

**Admission requirements**
- Additional requirements (e.g., additional languages, portfolios, auditions)

**Curriculum - Structure and regulations**
- Description of field(s)
- Course requirements
- Progression requirements
- Expected program length
- Expectations regarding full-time and part-time enrolment

**Curriculum - Program content**
- Courses
- Unique or innovative aspects
- Nature and appropriateness of research requirements
- Evidence that 2/3 of course content is clearly at the graduate level

**Mode of delivery**
- Appropriate for Degree Level Expectations

**Assessment of teaching & learning**
- Assessing achievement of Degree Level Expectations

**Student Funding**
- Note any student funding issues or expectations

**Resources**
- Adequacy of unit’s human, physical and financial resources
- Commitment to support the program
- For collaborative programs, include letters of support from participating programs
- Participation of sufficient qualified faculty members (and sufficient qualifications and credentials of faculty members)
- Evidence of how qualifications to supervise will be determined and evidence of the supervisory levels of the faculty members
- Evidence of appropriate library resources
- Evidence of appropriate lab/research facilities/resources

Quality Enhancements
- Initiatives to enhance the quality of the program and/or enrich the experiences of students
- Innovative aspects of the program

**Process:**

**Internal**
- Prior to beginning the process of preparing the documentation to propose a new program, consultation should occur. See the document "Overview of the Process of Initiating the Proposal for a New Graduate Program" for an overview of the process that should precede submission for formal review.
- Program member with primary responsibility for preparation of the brief meets with the Vice-Provost (Graduate & Postdoctoral Studies) and/or the Co-Chairs of SUPR-G to discuss preparation of the brief and the process for appraisal
- Brief submitted to SUPR-G
- SUPR-G determines Internal Reviewers
- Internal Reviewers review the brief
- Internal Reviewers prepare a summary report, including prioritized recommendations, and submit the report to SUPR-G
- SUPR-G will review the summary and make one of the following recommendationed ratings to SCAPA:
  - Approval to proceed
  - Approval to proceed, with report
  - Conditionally approved to proceed, with report
  - Not approved to proceed
- SUPR-G will provide SCAPA with the summary and recommendations
- Simultaneously, SUPR-G provides the program with its summary and recommendations
- SCAPA reviews the documentation from SUPR-G and makes a recommendation to Senate
- Prior to making a recommendation, SCAPA may invite a representative from the program (e.g., the Department Chair, the Dean) to attend a meeting of SCAPA to provide additional information
- Senate votes on the recommendation and conveys the outcome to the Provost
- The Provost conducts a final review of the budgetary implications associated with the new program and provides final budgetary approval
- The brief is forwarded to the Quality Council for final approval (university can announce intention to offer the program, stating that the program is pending final approval)
### External
- The Provost’s Office submits the brief and recommendation to the Quality Council
- The Quality Council makes one of the following decisions:
  - Approval to proceed with changes
  - To consult further with the institution
- The final decision of the Quality Council will be conveyed to the University within 45 days of receipt of the complete submission

### Process for “With Report” Appraisals
- The report is submitted to SUPR-G
- SUPR-G makes one of the following recommendationed ratings to SCAPA:
  - Approved to continue without condition
  - Approved to continue, but additional information and report required
  - Required to suspend admissions for a minimum of two years; specified conditions must be met before admissions can resume
- SCAPA, prior to making its recommendation, may invite a representative of the program to a meeting of SCAPA to provide more information or clarification
- SCAPA reports to Senate the outcome and recommendation following the review of the program’s report [reports will need to be submitted to SCAPA two months before they are due to the Quality Council to allow sufficient time for SCAPA to review the report and convey the outcome to Senate]

### Summary of Steps:

#### Internal University Process
1. Develop brief for proposed collaborative program, diploma, or new field
2. Submit brief to SUPR-G
3. SUPR-G assigns the brief to an Internal Reviewers
4. The Internal Reviewers review the brief
5. The Internal Reviewers submit a summary, including a recommendation, to SUPR-G
6. SUPR-G reviews the summary and makes a recommendation to SCAPA
7. SCAPA makes a recommendation to Senate and Senate approves the program, diploma or field

#### External Process
8. The brief is submitted to the Quality Council
9. The Quality Council approves the program, diploma or field within 45 days.