Undergraduate New Program Proposal Steps

Office of Academic Quality and Enhancement
Western University

Undergraduate Program Proposals comprise of the following steps:

Step 1: Discussion
Step 2: Letter of Intent Submission
Step 3: Proposal Completion & Faculty Approval
Step 4: Submission to SUPR-U
Step 5: Post-SUPR-U

Step 1: Discussion

Discussion of the proposed Program/Module/Certificate by appropriate key partners and Academic Unit, Faculty and/or Affiliate University College committees. For instance, a completed letter of intent could be shared for information and preliminary consultation.

Step 2: Letter of Intent Submission

Submission of a letter of intent using the proper template to the Office of the Vice-Provost, Academic Programs (Chair of the Senate Subcommittee on Program Review – Undergraduate [SUPR-U]) via Alicia Kemp at ahitchc2@uwo.ca. This submission is required for a preliminary determination regarding the protocol under which the submission applies. 1- New Program Approval or 2- Major Modification of an Existing Program

1. If a **New Program Proposal** protocol is required, the New Undergraduate Program Proposal form must be completed. As part of the process, a site visit will be conducted with External Reviewers.
2. If a **Major Modification** protocol is required, the Major Modification of an Existing Undergraduate Program form must be completed.

New Program VS Major Mod

1. The proposed module(s) have requirements and learning outcomes that are substantially different from those of any existing module; and
2. If the proposed module(s) comprises primarily existing courses and is offered with existing faculty expertise and resources; and
3. If existing module(s) in this area of offering have been externally reviewed when created.

Step 3: Proposal Completion & Faculty Approval

Completion of the proposal documentation, and approval at a Faculty-level committee (e.g., EPC or equivalent). If support is required, please contact our office . For information regarding the calendar copy or the governance process for proposals, please contact the University Secretariat.

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Step 4: Submission to SUPR-U

The New Undergraduate Program Proposal or Major Modification is submitted by the Dean to SUPR-U for consideration via the University Secretariat. See here for submission deadlines and corresponding meeting dates.

Step 5: Post-SUPR-U

Following SUPR-U if the proposed is deemed to proceed as either a:

> Major Modification, it will need to be approved by ACA and Senate following a r recommendation by SUPR U.
>
> New Program Approval, an external review with a site visit will be scheduled. The external reviewers will produce and External Reviewers Report with recommendations, which will require responses at the Program and Decanal level. These documents will be presented back to SUPR-U. If at this SUPR-U meeting it is recommended for approval, it will be sent to ACA, followed by Senate and the province's Quality Council for approval.

For all templates and forms, please visit our website.