## Approval Process for New Programs

| **Steps** | **Description** | **Documentation Required for Auditing Purposes** |
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| Step 1 | In-Principle Approval by PPG and Working Group Formed | * PPG Minutes * Initial Proposal |
| Step 2 | Development of Full Program Proposal and Appendices using template   * Consultation – faculty, academic units, Decanal Councils * Budget – in consultation with Dean(s) and Office of Finance * Learning Outcomes and Curriculum Mapping – review and revision * New Course Development and Course Syllabuses Collection * CVs – Collection of Faculty CVs * Library – Statement of Support – requested from University Librarian | * Program Proposal and Appendices |
| Step 3 | Dean Signs Off Program Proposal and Appendices | * Dean Signature on Proposal |
| Step 4 | Nomination, Ranking and Selection of External Reviewers   * Nomination and Ranking * Declaration of Arm’s Length * Letter of Invitation | * Nomination Form * Declaration of Arms Length * Letters of Invitation |
| Step 5 | USC/GSC Review – of Program Proposal and Appendices | * USC or GSC Minutes |
| Step 6 | AP&P Initial Review – of Program Proposal and Appendices | * AP&P Minutes |
| Step 7 | Site Visit (or Desk Audit) and Instructions | * Site Visit Schedule * Reviewer Instructions |
| Step 8 | External Reviewers’ Report | * External Reviewers’ Report |
| Step 9 | Working Group’s Response to External Reviewers’ Report | * Working Group’s Response |
| Step 10 | Dean’s Response to External Reviewers’ Report | * Dean’s Response |
| Step 11 | AP&P Final Review – of Program Proposal, External Reviewers’ Report, Working Group’s Response, Dean’s Response; AP&P recommends program to Senate | * AP&P Minutes |
| Step 12 | Senate for Approval and Faculty Board for Information | * Senate Minutes * Faculty Board Minutes |
| Step 13 | Submission and Approval by Quality Council | * Quality Council Approval Letter |
| Step 14 | Follow-Up and Reporting   * Post Program Description to Website * Verbal Update to Senate * Report to Board of Governors (BoG) * Add to Schedule of Reviews | * Link to program description * BoG Annual Report * Year of First Cyclical Review |
| Step 15 | Implementation Window and Monitoring Report to AP&P | * AP&P Minutes * Monitoring Report |