TO: Senate Executive & Academic Planning

FROM: Senate Curriculum Committee

EFFECTIVE: January 2022

**NEW PROGRAMS**

Departments are strongly encouraged to discuss proposals with Administration prior to completing the paperwork. This is the formal process for proposals for new majors, 4-year or Honours programs, or undergraduate degrees:

1. Once approved by the Academic Unit(s) submitting the proposed new program, the proposal must be signed by the head of the Academic Unit(s) (e.g., Chair(s) or Coordinator(s) or Director(s) or Associate Dean of Education) and the DCC Chair(s).
2. The DCC Chair circulates the proposal to the Library and all Academic Units that may be affected by the new proposal for approval or comment to the contrary.
3. Once the consultations are returned, the DCC Chair(s) submits the proposal to the appropriate Dean(s), for review.
4. Upon completion of steps 1-3, the DCC Chair submits all paperwork Academic Planning.
5. Upon approval by Academic Planning, proposals are submitted to the Senate Curriculum Committee for review of material specific to its jurisdiction, including material related to Minor Areas of Study, and courses.
6. Academic Planning will be informed once Senate Curriculum Committee has completed its work.
7. Program proposals are brought forwarded by Academic Planning to Senate Executive, and, if approved, for inclusion in the Senate Agenda, forwarded to Senate.

**REVISIONS TO EXISTING PROGRAMS**

Revisions to 3-year, 4-year or Honours programs

1. Once approved by the Academic Unit(s) submitting proposed revisions to an existing program, proposals must be signed by the head of the Academic Unit(s) (e.g., Chair(s) or Coordinator(s) or Director(s) or Associate Dean of Education) and the DCC Chair(s).
2. The DCC Chair circulates the proposal to the Library and all Academic Units that may be affected by the new proposal for approval or comment to the contrary
3. Once the consultations are returned, the DCC Chair(s) submits the proposal to the appropriate Dean(s), for review.
4. Upon completion of steps 1-3, the DCC Chair submits all paperwork Academic Planning.
5. Upon approval by Academic Planning, proposals are submitted to the Senate Curriculum Committee for review of material specific to its jurisdiction, including material related to Minor Areas of Study, and courses.
6. Academic Planning will be informed once Senate Curriculum Committee has completed its work.
7. Program proposals are brought forwarded by Academic Planning to Senate Executive, and, if approved, for inclusion in the Senate Agenda, forwarded to Senate.

**Originally Proposed: February 2010 by Elizabeth Dawes**

**Revised (draft form): October 14, 2014**

**Revised & finalized: January 2022**