**Process Overview: Proposal of a New Graduate Program or Revision of a Current Graduate Program**

* These steps help ensure the program is viable before all other formal and Senate-required approvals are triggered.

**Main Offices Involved in the Proposal of a New Program or Major Review of a Current Program**

- Program Idea & Initial Consultation with Department
- Department Consultation and Approval
- Operational Viability of Program
- Dean’s Support
- Program Budget and Financial Viability
- Further Market Research & Analysis
- Strategic Alignment Support
- Senate Approval
- Senate Committee(s) Approval
- Provost Support
- Curriculum Committees Approval
- Faculty Council Approval
- Student Tuition Consultation through AVP Students
- Ministry-Required Forms
- Ministry Approval
- Offer Program
- Student Tuition Consultation Report
- Support, Review and Submission of Forms
- Senate Committee(s) Approval
- Senate Approval
- Board of Governors (BoG) Approval
- Board of Governors (BoG) Required Forms
- Contact Senate Office to learn anticipated timelines and steps for approval
- Work with Senate Office on structure of proposal and become aware of related policies
- Work with Senate Office on the required forms and consultations
- Start Application Form Set up with Enrolment
- Senate Submits Program and Curriculum C. Approval
- Grad Program and Curriculum C. Approval
- BoG Approval
- Ministry Approval Needed?
- YES
- NO
- Ministry-Required Forms
- Provost Office Advises

**FLOWCHART ICON LEGEND:**
- Key Communication
- Milestone
- Deliverable
- May not apply. Provost’s Office advises

**PLEASE NOTE:**
- Use this as a tool to understand the overall process. The horizontal swim lanes do not represent time.
- For written resources of this process see the Provost office website: provost.ok.ubc.ca/initiatives/program-development/
- This process does not reflect internal Faculty processes or accreditation processes.
- For details and available support please visit the Okanagan Provost office and Senate website.