New Program Proposal

Use the below guidelines to propose a new:

* Undergraduate degree (or major change to an existing one)
* Graduate degree (or major change to an existing one)
* Diploma programs (post-baccalaureate, graduate, post-graduate – as per policy [O-127](https://senate.ubc.ca/okanagan/policies))
* Academic-credit certificate programs (undergraduate, post-baccalaureate, graduate, post-graduate – as per policy [O-128](https://senate.ubc.ca/okanagan/policies))

REQUIREMENTS

When the process is complete, proponents will have prepared **four** sets of documents through a multistep process:

1. Preliminary materials: concept paper or learning outcomes map (depending on the program), and a completed viability of program assessment tool
2. Academic proposal for Senate: See [Senate website](https://senate.ubc.ca/okanagan/curriculum/forms) for details
3. Student consultation report and written answer from the Faculty (if applicable)
4. Ministry of Advanced Education proposal: Stage 1 Review for New Degree Proposals form or other Ministry-required forms (if applicable)

DEVELOPMENT PROCESS

Please note that although this process seems linear, some steps can be done simultaneously. Proponents are strongly encouraged to work with their Faculty curriculum staff/lead, the Provost office, and/or the Senate secretariat, for suggestions and efficiencies.

**Program Concept and Viability**

1. An academic unit starts to develop a new degree program, or a major change to an existing program.
2. The champions of this emerging new program are the proponents. The proponents advise their Department’s head (or Director as appropriate) and Dean’s offices that work is starting on the development of an idea for a new program. The proponents should provide preliminary materials ([concept paper](https://provost-new.cms.ok.ubc.ca/wp-content/uploads/sites/115/2019/10/ConceptPPR_20191010_Rev2.pdf) and preliminary Viability of Program Assessment) to the Dean.
* The proponents work with their Faculty Financial Manager to complete the Viability of Program Assessment Tool.

**Deliverable(s) Key Contacts**

[Concept Paper](https://provost-new.cms.ok.ubc.ca/wp-content/uploads/sites/115/2019/10/ConceptPPR_20191010_Rev2.pdf) (preliminary) Proponents’ Faculty Dean & Department Head

 Viability of program assessment (preliminary) [Faculty’s Finance Manager](https://finance.ok.ubc.ca/contact/)

1. Following Dean’s support, proponents advise both Senate Secretariat and the Provost office that proposal for a new program is under development.

In preparation for ministerial approval (if applicable), the Provost office will work with the proponents to provide further strategic direction, and start completing the Stage 1 Application Form (or other Ministry required forms). Submission to Ministry is done by the Provost office once Senate and the Board of Governors have approved the new program or changes to an existing program.

Proponents continue to work with their Faculty Financial Manager to revise the Viability of Program Assessment Tool and the Concept Paper.

If the program is already offered at the Vancouver campus, Ministry approval may not be required. Instead, a learning outcomes map that compares and contrasts the two programs will be required. A template and support for this comparison is available through the Provost office.

**Deliverable(s) Key Contacts**

[Stage 1 Form](https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization/online-application-system/guidelines-templates) (first draft) Laura Prada ([Provost office](https://provost.ok.ubc.ca/))

Revised concept paper and/or learning Laura Prada ([Provost office](https://provost.ok.ubc.ca/))
outcomes comparison map.

Revised viability of program assessment [Faculty’s Finance Manager](https://finance.ok.ubc.ca/contact/)

**Note:** If the program is new to UBC (both campuses), early consultation with the library is needed to ensure they can support the program.

**Faculty Approval (1 – 2 months)**The proponents continue to develop the proposal by consulting with departments or faculties offering related programs and with any units or individuals expected to contribute to, support or be impacted by the new program (e.g., other departments, Faculties).

Proponents are strongly encouraged to seek support from the Centre for Teaching and Learning (CTL) in the development of curriculum, and Enrolment Services/College of Graduate Studies (as appropriate) to plan for loan eligibility, admissions, and scholarship details.

**Deliverable(s) Key Contacts**

Consultation with CTL CTL

Consultation with Enrolment Services Fred Vogt ([Enrolment Services](http://students.ok.ubc.ca/enrolment-services.html))

Consultation with CoGS College of Graduate Studies

Draft of curriculum proposal package
(required by Senate)

1. The proponents work closely with their Faculty to follow internal processes towards department and formal Faculty approval, taking into account feedback received thus far and completing required formal consultations.
* If the proposed program is a graduate-level program, this includes the [Graduate Program and Curriculum Committee](https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/#item1).

**Deliverable(s) Key Contacts**

[Formal consultations](https://senate.ubc.ca/okanagan/curriculum/forms) (required by Senate) Alisa Dewald ([Senate](https://senate.ubc.ca/senate-staff))

Curriculum proposal package (taking consultations
and feedback into account)

1. A final Viability of Program Assessment is now complete by taking into account all consultations. The assessment is reviewed and approved by the Dean and further supported by the Provost office.

**Deliverable(s) Key Contacts**

Final viability of program assessment [Faculty’s Finance Manager](https://finance.ok.ubc.ca/contact/)

Budget Impact Form (required by Senate) Laura Prada ([Provost Office](https://provost.ok.ubc.ca/))

**Senate Approval (1 – 2 months)**Following Faculty approval the proposal can move through the required Senate committees.

1. Senate secretariat can assist with ensuring the proposal is reviewed by the relevant committees (including the Senate Admissions Committee and the Senate Curriculum Committee). Refer to [Senate Curriculum Guidelines](https://senate.ubc.ca/okanagan/curriculum/forms) for further details and resources.
	* If graduate program: Contact the College of Graduate Studies upon Senate approval to begin online application set up.

Simultaneously, proponents:

* Start working with [AVP Students](http://students.ok.ubc.ca/greetings-from-avp-students.html) to begin the student tuition consultation (as required by [Policy No. 71](https://universitycounsel.ubc.ca/files/2015/12/policy71.pdf)). The consultation must be open for at least one month, and the Faculty must respond, in writing, to any significant issues raised in the resulting Student Consultation Report. This entire process may take up to three months. Thus, it is important to start planning for student consultation as soon as Faculty Council has approved the proposal.
* Start working with the recruitment and marketing teams to plan for program promotion.

**Deliverable(s) Key Contacts**

Complete curriculum proposal Alisa Dewald ([Senate](https://senate.ubc.ca/senate-staff))

Plan for student tuition consultation Michelle Lowton (AVP Students)
(required by Board of Governors)

Plan for program promotion and marketing Leanne Isaak (Student Recruitment and
Advising)
Susan Allan (International Students Initiative)
Leanne Takenaka and Adam Eisenbarth ([University Relations](https://ur.ok.ubc.ca/))

**Board of Governors Approval (3 months minimum)**

1. Following Senate approval, the Senate will forward the proposal for Board of Governors approval. At this point, the student consultation and Faculty response (if needed) must be added to the board documents.

**Deliverable(s) Key Contacts**

Student consultation report Michelle Lowton (AVP Students)

**Note:** Certificates or Diplomas do not require Ministry’s approval. Thus, these may be implemented upon Board of Governors approval.

For programs requiring Ministry approval (excludes certificates, diplomas) please note:

* If needed, recruitment for the program may commence once the program has been approved by both Senate and the Board of Governors, but only with a clear proviso that the program offering is contingent upon Ministry of Advanced Education approval, and no tuition fees may be collected prior to that approval. Final unconditional admission offers can be made only once the program has received the ministerial sign-off. Please notify the Provost office if you are planning to recruit prior to Ministry’s approval.
* If a September intake is planned, Board of Governors approval should occur at the preceding December meeting at the latest, to allow time for the subsequent Ministry approval process. Please note that Ministry approval time varies.

**Ministry Approval (6 – 8 months minimum)**

1. Upon [Board of Governors](https://bog.ubc.ca/?page_id=84) approval, the Provost office makes final edits to the Stage 1 Form (or any other required form) and forwards the proposal to the Ministry of Advanced Education for approval. The Provost office will advise proponents of ministerial approval once it has been granted.

**Deliverable(s) Key Contacts**

Stage 1 Form (Ministry application including Laura Prada ([Provost office](https://provost.ok.ubc.ca/))
Senate approval and BoG approval)

**Note**: No degree program can be offered prior to UBC’s receiving Ministry approval. Certificates or diplomas do not require Ministry’s approval. Thus, these may be implemented upon Board of Governors approval.

Advertising of the program on the Faculty website can take place with the disclaimer that the program is subject to Ministry approval. Faculties may collect “expressions of interest” from potential applicants, but no other recruitment can take place (including posting tuition rates) until the program has been approved by Ministry.