New Program or Significant Changes to a Program: Process Checklist

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's Office (PO), and/or the Senate Office, for suggestions and efficiencies. This resource does not include Faculty-specific or accreditation processes.

Program Concept and Viability of Program (Financial and Operational):

☐ Meet with key faculty members for informal and preliminary consultation

☐ Begin completing the Concept Paper required by the PO (visit website)

☐ Contact Senate Office to learn about anticipated timelines and steps for approval

☐ Send Concept Paper and filled Space Requirements Questionnaire to the PO. The PO will use it to help consult with IT Services, Enrolment Services, and Facilities Planning offices to ensure the program is operationally viable. If not, gather cost(s) associated with the design and implementation of the program to inform program budget

☐ Finalize Concept Paper based on feedback received up to this point and submit to the relevant Dean(s) for support

☐ Submit Concept Paper to the PO for feedback and support with market research and analysis and strategic alignment

Note: The information gathered so far in the Concept Paper is the basis for the Senate-required curriculum proposal and Ministry-required information

If graduate: Submit Concept Paper to CoGS for consultation and feedback before submitting it to the PO

☐ Work with your Faculty's Finance Manager to complete program budget and attach to Budget Impact Form

☐ Submit final Concept Paper with final Curriculum Budget Impact Form to the Head/Director and Dean

☐ Work with Senate Office on structure of the proposal and become aware of related policies

To Gain Faculty Approval:

☐ Complete Senate-required forms for curriculum proposal to gain department and internal Faculty approval through the applicable internal processes (often via department meeting and Faculty curriculum committee)

☐ The Provost approves proposal by signing the Budget Impact Form required by Senate (after the Library consult)

☐ Submit Senate-required proposal for Faculty Council approval

☐ ***If graduate***: Submit Senate-required forms to the Graduate Program and Curriculum Committee for approval

☐ Inform PO once Faculty approval is gained to begin student consultation on tuition/fees (as per policy)

To Gain Senate Approval:

☐ Submit final Senate-required curriculum proposal to Senate Office

☐ Senate Office ensures that submitted forms include all required information. They submit the entire package to the relevant Senate committee(s) for approval

☐ Upon Senate approval of curriculum, Senate Office submits curriculum package to the Board of Governors

☐ ***If graduate***: Contact CoGS to begin online application set-up with Enrolment Services

No degree program can be offered prior to UBC receiving Ministry approval. Certificates or diplomas do not require Ministry approval but they may require 30-day public posting via Ministry's website.

☐ Contact program promotion and marketing teams for program promotion plan (though promotion begins upon Ministry approval only)

To Gain Board of Governors Approval (if applicable):

☐ AVP Students coordinates student consultation and writes consultation report

☐ PO submits report to Board of Governors

☐ Board of Governors approves program tuition and fees (based on approved program budget in earlier steps)

To Gain Ministry Approval (if applicable):

☐ Complete Stage 1 form (or other forms) required for Ministry approval with help of the PO

☐ PO submits application to Ministry on the proponent's behalf and advises when approval is gained

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