



University
of Victoria

Program Change to an Existing Graduate Program Approval Process

For use with the following:

- Double or dual degree programs involving existing degrees
- Programs involving partnerships or agreements with other institutions
- Changes to a program degree or title
- Significant changes to program focus, content, structure, new stream within existing program or requirements

Step	Action	Resources	Who	Comments
1	Consult the disciplinary Dean	Discussion re academic resource planning	Head of academic unit	Disciplinary Dean to confirm proposed change as a priority.
2	Consult the Associate Vice-President Academic Planning (AVPAP) together with the Faculty of Graduate Studies (FGS) Dean.	Resources to support the proposed change will be discussed	Academic unit and disciplinary Dean	If a new stream, this should appear in Faculty resource planning documentation.
3	Consult FGS Coordinator to review process & timelines for FGS approval.		Representative from the academic unit	Discuss FGS & curriculum approval process and requirements.
4	Create Quali entry with appropriate approval workflow. Senate Committee on Curriculum (SCC) approval required.	Quali	Academic unit	Discuss documentation and submission to SCC
5	Complete standard template for program change - graduate; obtain all required consultation documentation and approvals as indicated on the template. All program proposals require units to complete the IACE consultation template.	Approval steps for program change – graduate and template as per the VPAC website	Academic unit	All consultations must have supporting documentation.

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6	Submit completed templates (proposal) to FGS for Graduate Executive Committee approval.		Academic unit	Academic unit makes a short presentation to GEC and responds to questions.
7	FGS submits the proposal to Senate Committee on Planning for approval / recommendation to Senate.		Dean of FGS submits the proposal to the AVPAP	Faculty Dean or designate makes a short presentation to SCP and respond to questions.
8	Proposal submitted for Senate approval by Admin to AVPAP.		AVPAP introduces the proposal to Senate	Dean and academic unit respond to questions about academic content.
9	When required, proposal submitted for Board of Governors approval by Admin to AVPAP.		VPAC introduces the proposal to Board of Governors	Resource allocations must be approved by Board