

SECTION L: NEW PROGRAM PROPOSALS

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I. NEW PROGRAM PROPOSALS

General Policy

When a department wishes to start a new master's or Ph.D. program, the proposal must be approved by Faculty Council, Graduate Curriculum Committee (GCC), Council of the School of Graduate Studies (CSGS), APC, Senate, and, finally, the provincial government (after review by CREPUQ). A minimum of two years is usually required for a new program proposal to pass through all stages of this process. The School of Graduate Studies has produced a new program development kit available upon request from the School of Graduate Studies, which details the procedures to be followed.

Process - Faculty Level

Faculties establish their own procedures to consider proposals for new programs. The Faculty should evaluate the proposed program academically and with respect to resource implications, as well as in terms of Faculty priorities.

Process – GCC & CSGS

The function of GCC & CSGS in considering a new program proposal at the master's or doctoral level is to evaluate the academic quality and viability of the program. The GCC studies the program from a curriculum perspective. The Council studies the proposal from a university-wide perspective, ensuring that the proposal is consistent with standards and practices in all graduate programs across the university.

Dossiers

A new program proposal should follow the format prescribed by CREPUQ and the M.E.L.S. The format, and other relevant information, is contained in the New Program Development Kit, available upon request from the School of Graduate Studies.

Process - After CSGS

If a proposal is approved by CSGS, it is recommended to APC and then to Senate. If approved by Senate, the university submits the proposal to the CREPUQ and ultimately to the M.E.L.S. After Senate, the CREPUQ undertakes an evaluation. Evaluation by the CREPUQ and the M.E.L.S. may take several months.

New Diploma and Certificate Programs

The above procedures apply to new master's and doctoral programs. New graduate diploma and certificate program proposals do not require government approval. Such proposals receive intensive study at the Faculty Council level, and are considered by the Curriculum Committee of the CSGS. If approved by the GCC and CSGS, a diploma or certificate proposal is recommended to APC and then Senate. If Senate approves the proposal, it may be implemented immediately. In some cases, certificate programs may be submitted for "fast track" approval.

Guidelines for preparing new certificate or diploma programs are available from the School of Graduate Studies.