NEW PROGRAM PROPOSAL

PRE-APPROVAL FORM

Complete and submit this template when seeking approval *in principle* to move forward with the development of a new programs including: new graduate degrees, diplomas (type 1, 2, or 3), collaborative specializations; and new undergraduate degrees, majors, minors, areas of concentration, degree-credit certificates, and degree-credit diplomas; and major modifications to existing undergraduate programs.

In accordance with the [University of Guelph’s Institutional Quality Assurance Process (IQAP)](https://www.uoguelph.ca/vpacademic/iqap/docs/UofG-IQAP-V2.2.pdf), all proposed new programs must receive a recommendation to move through the governance process from the Office of the Provost. Submit the completed Pre-Approval Form to either the Director, Academic Programs and Policy (undergraduate proposals) through the Office of Quality Assurance ([crc@uoguelph.ca](file:///C:\Users\timperio\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\3RD6GVHH\crc@uoguelph.ca)) or the Assistant Vice-President, Graduate Studies (AVPGS) through the Office of Graduate and Postdoctoral Studies ([ogps.graduate.curriculum@uoguelph.ca](mailto:ogps.graduate.curriculum@uoguelph.ca)) who, on behalf of the Provost, undertake initial review to ensure new programming is consistent with the strategic plans and directions for growth of the university. Academic units are encouraged to contact the Curriculum Manager in the Office of Quality Assurance or the Manager, Graduate Curriculum in the Office of Graduate and Postdoctoral Studies at the outset of proposal development.

Proposals that include new undergraduate co-op programs must also show evidence the market study is in progress with the Experiential Learning Hub.

Once the sponsoring department/school receives approval in principle, the completed full program proposal must be submitted to the Office of Quality Assurance (undergraduate) or Office of Graduate and Postdoctoral Studies (graduate) within 12 months or the approval will lapse and require resubmission.

|  |  |
| --- | --- |
| **Name of Proposed Program(s) and Degree Designation(s):** |  |
| **Sponsoring Department(s)/School(s) and College(s):** |  |
| **Proposed Start Date:** |  |
| **Proposal Lead(s):** |  |

## Executive Summary and Brief Program Description

*Provide a brief program description and rationale (maximum 1 page) for developing this program. Identify its relationship to the plans of the Department/School and College, the University’s* [*Strategic Framework*](http://strategicrenewal.uoguelph.ca/)*, the* [*Strategic Mandate Agreement (SMA)*](https://www.uoguelph.ca/vpacademic/documents/University-of-Guelph-SMA-for-Publication.pdf)*, and existing programs. Include expected program duration and structure, and highlight any potential distinctive curriculum aspects, program innovations, and/or creative components. If known, include proposed experiential learning activities and ways that issues of equity, diversity, inclusion, and accessibility may be addressed in the proposed program.*

1. **Need and Anticipated Demand**

*Outline why this program is needed (e.g. societal, industry need) and its anticipated demand by students.*

1. **Anticipated Delivery and Enrolment**

*Identify anticipated program delivery and initial/steady state enrolment including a timeline for achieving steady state.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program Delivery (select all that apply): | | | Program Funding (select one): | |
| In class | Online | Part-time only | Tuition and Ministry grant | Tuition only (full cost recovery) |

Enrolment

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **Domestic Intake** | **International Intake** | **Total Program Enrolment**  **(all cohorts)** |
| Initial |  |  |  |
| Estimated annual intake increases1 to reach steady state |  |  | N/A |
| Steady state |  |  |  |
| Years anticipated to achieve steady state: | | | |

1Number of students **above** initial levels

1. **Resources**

*Briefly describe any anticipated resource needs (human, physical, financial, or otherwise) that will be required to launch and/or sustain the program long-term.*

SIGNATURES

Signatures confirm receipt, review, and approval *in principle* of the proposed new program.

For expediency, it is recommended that Proposal Leads secure the signatures of the Department Chair/Director and College Associate Dean prior to submission to the Office of Quality Assurance or Office of Graduate and Postdoctoral Studies. Those offices will secure the additional signatures required through circulation of the pre-approval form and discussion with Institutional Analysis and Planning, Budget and Financial Planning, Library, the Office of Teaching and Learning, and OpenEd.

*Department Chair(s)/Director(s) Date*

*College Associate Dean, Research and Graduate Studies OR Date*

*Associate Dean, Academic*

*Executive Director, Budget and Financial Planning Date*

*Assistant Vice-President, Institutional Analysis and Research Date*

*Associate Vice-President (Academic) OR Date  
Assistant Vice-President, Graduate Studies*