**Academic Program****Proposal Checklist** (Undergraduate + Graduate Programs)

**Proposal Type**

|  |  |  |
| --- | --- | --- |
| ☐ New Program | ☐ New First-Level Specialization | ☐ New Second-Level Specialization |
| ☐ Name Change | ☐ Load Change | ☐ Suspension  |
| ☐ Termination  |
| ☐ Other (please describe):  |

**Faculty / Department:**

**Program / Diploma / Certificate Name:**

**First-Level Specialization Name** (if applicable):

**Second-Level Specialization Name** (if applicable):

**Steps** – *in order:*

* College and Faculty Dean(s) confirm(s) with proponent that the proposal fits within Faculty plan
* Proponent or proponent’s Faculty Associate Dean (or designate) meets with Provost’s Office (PO) programs team to discuss the proposal and conceptual plans. PO advises which template(s) to use and how to proceed
* Proponent meets separately to consult on the proposal with (*in no particular order)*:
	+ the Vice-Provost (Indigenous Programming & Research) and
	+ the Vice-Provost (Equity, Diversity and Inclusion)
* While developing their proposal, proponent should consult with:
	+ Director, Academic Budget & Planning
	+ Registrar’s Office (Calendar, etc.)
	+ *If graduate programming:* Faculty of Graduate Studies and Research (FGSR)
	+ Students
	+ Other relevant parties and groups (internal and external)
* Proponent completes template(s) and forwards to PO for review
* PO provides feedback; proponent finalizes template and supporting materials
* Proponent forwards finalized documents to PO for inclusion on an upcoming Program Support Team (PST) (*if graduate programming:* Faculty forwards finalized documents to FGSR for inclusion on an upcoming Graduate Program Support Team (GPST)) agenda)
* Approval: proponent presents proposal to the relevant internal Faculty Council(s)\* for approval. The governance pathway will differ depending on the type of proposal; some proposals will also need to go to the Registrar’s Advisory Committee on Fee (RACF). Please check with [University Governance](https://www.ualberta.ca/governance/contact-us/index.html) on governance routing

\* *If graduate programming:* please consult with FGSR on possible additional FGSR-level governance requirements

* PO submits the proposal to the Ministry for review and approval
	+ PO will act as the point of contact for Ministry feedback and Faculty responses as required
* Government approval will be forwarded to the PO
* PO will notify Faculty upon approval