



**BRANDON  
UNIVERSITY**

Founded 1899

## **PROGRAM APPROVAL PROCESS**

The following procedure applies to the establishment of or significant modifications to programs of study that lead to a degree, diploma or certificate program. It has been developed in consideration of the following:

- The Council on Post-Secondary Education Act (1996)
- The Program Approval Process: Policies and Procedures, Council on Post-Secondary Education, (1998) The Brandon University Act (1998) The Terms of Reference for the Executive Committee of Senate, the Curriculum and Academic Planning Committee, the Graduate Studies Committee, and Faculty/School Councils, By-Laws of the Senate of Brandon University, June, 2011.

The Program Approval Process consists of two stages:

Stage I: Statement of Intent

Stage II: Formal Program Proposal.

### **Stage I: Statement of Intent**

1. The originating department or interdisciplinary group drafts a Statement of Intent and forwards it to the appropriate Faculty/School Council(s) for consideration.
2. Where the program proposal is for an undergraduate credential, the Faculty/School Council(s) shall forward the proposal to Curriculum and Academic Planning Committee for consideration. Where the program proposal is for a graduate credential, the Faculty/School Council(s) shall forward the proposal to the Graduate Studies Committee for consideration. The Curriculum and Academic Planning Committee or Senate Graduate Studies Committee solicits input as it reviews the Statement of Intent. Sources of input may include, but shall not be limited to, departments, Faculty/School Councils, Senate committees and external bodies as appropriate.
3. When the Curriculum and Academic Planning Committee or Senate Graduate Studies Committee has completed its initial review, it will either 1) provide the originators of the Statement of Intent with comments and recommendations for consideration in modifying the proposal or 2) forward the Statement of Intent as submitted to Senate along with its recommendation.
4. If 1. above, the originators may then re-submit their proposed Statement of Intent to the Curriculum and Academic Planning Committee or Senate Graduate Studies Committee, which will forward a recommendation to the Senate.
5. Senate considers the Statement of Intent and the comments and recommendations of the Curriculum and Academic Planning Committee or Senate Graduate Studies Committee.
6. If and when Senate approves the Statement of Intent, Senate forwards it to the Board of Governors for consideration of the financial implications.
7. Should the Board of Governors have serious reservations about the Statement of Intent, it may re-direct it to the Senate with comments and questions. Otherwise, the Board approves or rejects the Statement.
8. The President forwards the approved Statement of Intent to the Council on Post-Secondary Education. COPSE will communicate the decision to the President.

## **Stage II: Formal Program Proposal**

1. Upon receipt of approval of the Statement of Intent from COPSE, the President informs Senate and the originating department/Faculty Council or interdisciplinary group of the decision.
2. The originating department or interdisciplinary group may proceed with the preparation of the Formal Program Proposal. and forwards it to the appropriate Faculty/School Council(s) for consideration.
3. The Formal Program Proposal is forwarded to the Curriculum and Academic Planning Committee or Graduate Studies Committee for review and action.
4. The Curriculum and Academic Planning Committee or Graduate Studies Committee forwards the Formal Program Proposal, along with comments and recommendations, to Senate for approval. Senate considers the Formal Program Proposal, taking into consideration the recommendations from the Curriculum and Academic Planning Committee or Graduate Studies Committee.
5. If and when the Senate approves the Formal Program Proposal, Senate forwards it to the Board of Governors for consideration.
6. The Board of Governors considers the financial implications of the program and approves or rejects the Formal Program Proposal on the basis of financial considerations.
7. The President forwards an approved Formal Program Proposal to the Council on Post-Secondary Education.
8. Following approval from COPSE, the President informs Senate, the Board of Governors, the relevant Faculty/School(s) and the originating department or interdisciplinary group of the decision.
9. If the program has been approved by COPSE but funding is less than requested, the proposal shall be returned to the originating department or interdisciplinary group and the Dean of the faculty concerned for development of an implementation plan. Upon approval by the Faculty concerned, this implementation plan will then be forwarded to the Vice-President (Academic and Provost), and the President for consideration and forwarding to the Senate and Board of Governors.

## **Appeal Process**

1. The President, in consultation with the originating faculty, and acting on behalf of the University, shall have the right to avail her/himself of the appeal processes established by the Council on Post-Secondary Education.

***Approved by Motion 079.Jan12 at Senate meeting of January 17, 2012  
Revised by Senate June 19, 2012***