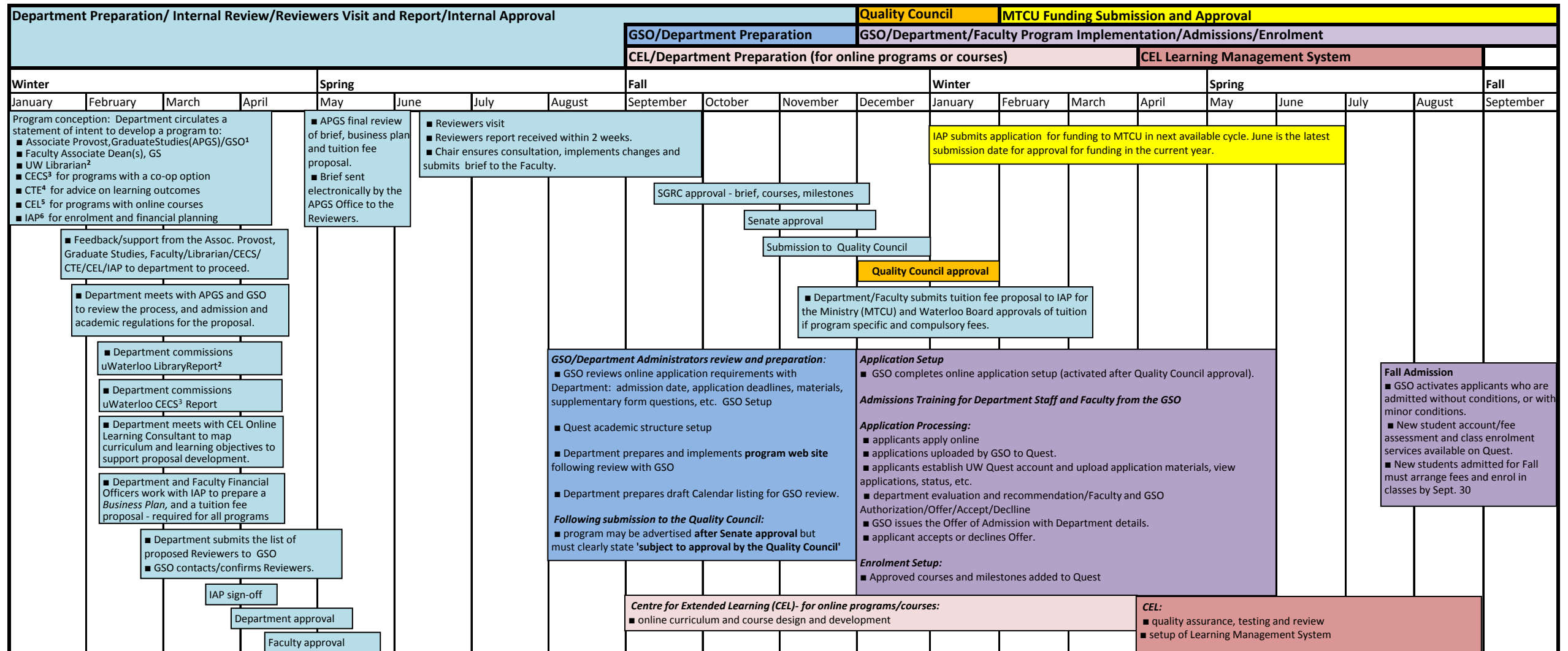


New Graduate Program Approval Timeline



Notes:

**A) Department Preparation/Internal Consultation/Reviewers Visit and Report/Internal Approval**

- This document represents the current minimum timeline to establish a new graduate degree or diploma program based on Fall internal submission/approval. All items are required steps including consultation, document preparation, revision, submissions.
- To ensure that programs can be promoted and admissions approved, the brief must be submitted for department/Faculty approval 12 months ahead of the first admission term.

**B) Quality Council Approval Process**

- All Waterloo communications with the Quality Council are managed through the Associate Provost, Graduate Studies.
- Quality Council approval will take a minimum of 1 month from the date of Waterloo submission.
- Quality Council approval is required by **December** for programs charging higher fees, and **February** for other programs to ensure that they can be submitted to MTCU for approval and eligibility for Fall funding. See notes on Provincial funding below.

**B) GSO/Department Preparation**

- Program may be advertised at the time of Quality Council submission (with a qualification that the program will be offered 'subject to the approval by the Quality Council').

**C) Provincial (MTCU) Funding Cycle**

- All graduate degree and diploma programs must be submitted to MTCU for funding approval. Contact IAP regarding submission deadlines. MTCU takes 6 months or more to complete funding approval.
- Enrolment in the new program is not eligible for grant support until the program has been approved for funding by the Ministry of Training, Colleges and Universities (MTCU).
- The program must receive Quality Council approval before it can be submitted by the University to MTCU for funding. Programs approved after April would not normally receive government funding approval until May of the next year.

**D) GSO/Department/Faculty Program Implementation/Admissions/Enrolment** details above

**E) CEL design and development** CEL Learning Management System Setup details above

**Contacts:**

- <sup>1</sup>GSO Sue Horton, Associate Provost, Graduate Studies  
Lynn Judge, Director, Graduate Academic Services  
Cathy Jardine, Executive Assistant to the APGS
- <sup>2</sup>Library Susan Routliffe, Associate University Librarian
- <sup>3</sup>CECS Rocco Fondacaro, Director
- <sup>4</sup>CTE Trevor Holmes, Senior Instructional Developer
- <sup>5</sup>CEL Cathy Newell Kelly, Director
- <sup>6</sup>IAP Daniela Seskar-Hencic, Associate Director, IAP

[http://www.grad.uwaterloo.ca/faculty/faculty\\_main.asp](http://www.grad.uwaterloo.ca/faculty/faculty_main.asp)

[Framework Document](#) [New Graduate Program Template](#)