

Regular LOI Process for New Programs

- 1 The **Associate Dean** submits the LOI to the **VPITL**, with cc to the **Curriculum Administrator** and **SGS** if graduate level.

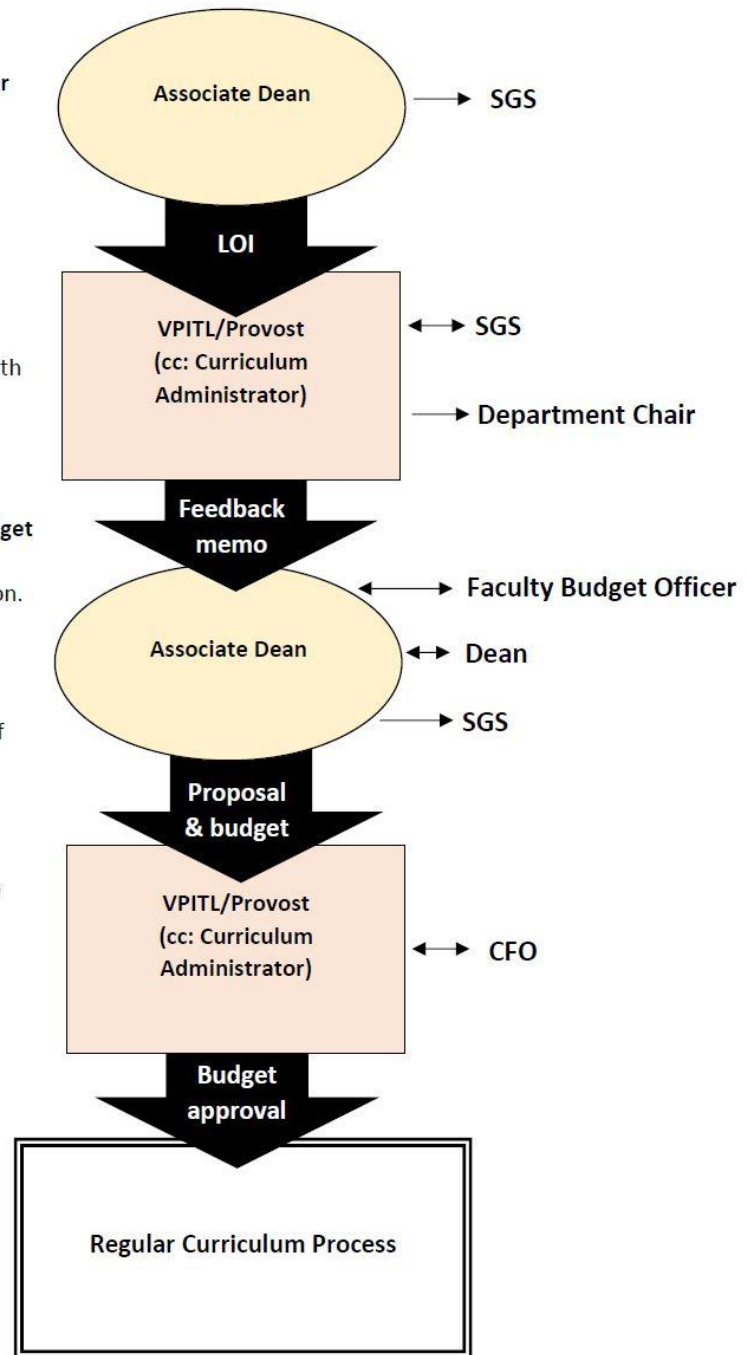
- 2 i) **VPITL** consults with **SGS** if graduate level.
ii) **VPITL (on behalf of Provost)** issues memo with feedback indicating approval, need for modifications, or refusal to **Associate Dean**, with cc to the **Dean, Department Chair** and others.

- 3 i) The **Associate Dean** consults the **Faculty Budget Officer** and the **Dean** in the preparation of the budget when the proposal is nearing completion.
ii) The **Associate Dean** submits the proposal, budget and project plan to the **VPITL** and **Provost**, with cc to the **Dean** and the **Curriculum Administrator**, and sends a copy of the proposal to **SGS** if graduate level.

- 4 i) The **Provost** consults the **CFO** with regard to the budget.
ii) Following consultation with the **CFO**, the **Provost** either approves the budget or the proposal is paused, pending further analysis.

- 5 Following approval of the budget and when the proposal is ready, it follows the regular approval process.*

**All new programs shall be reviewed in year 3 after launch. Review will be conducted in collaboration with OIPA and CFO.*



Principles:

1. The Provost approves an “idea” at the LOI stage.
2. Its development into a full proposal must take into account: fiscal responsibility, reasonable estimations of student enrolment, and the student experience.
3. Normally, permanent financial commitments will be made when student interest is demonstrated, unless a compelling case can be made otherwise.
4. APC remains the final committee approval before Senate. It may reject proposals, make alternate recommendations, etc. Approval at any stage does not guarantee approval at the next. Proposals without signed budgets will not come before APC until the budget is duly signed by all parties.