

NEW GRADUATE PROGRAMS

New Graduate Programs must first be approved by the Council of the School of Graduate Studies followed by Academic Council before submission to the Ontario Council for Graduate Studies (OCGS). Following OCGS approval, the program will be forwarded to the Board of Governors. The Vice President, Academic, will have the final decision (see Board motion from Nov 23, 2000).

Any out of province graduate programs wishing to be associated with Ryerson either through the use of our facilities, our faculty, or our students, are expected to be mutually beneficial and shall be required to undergo the equivalent quality review expected of our own graduate programs.

Major modifications of the curriculum of a graduate program or changes in academic policies related to a specific graduate program will be submitted to Academic Council by the Council of the School of Graduate Studies for approval. Minor changes will be submitted to Academic Council for information. The procedures for these are outlined within these guidelines.

NEW GRADUATE PROGRAMS – APPROVAL PROCEDURES

1. Groups submitting new graduate programs for approval (hereafter referred to as the Program Committee) shall initially supply three copies of a letter of intent described in the procedures document Submission Requirements for New Graduate Programs, Stage One, section 1), to the Dean of Graduate Studies who, in turn, will table them with the Programs and Planning Committee (PPC) of the School of Graduate Studies Council (SGS). The Program Committee will also name a spokesperson to which all communication will be addressed.
2. PPC will review this information and will provide feedback to the Program Committee, typically within one month of the original submission.

The letter of intent will be circulated for information as appropriate by the Dean of Graduate Studies and will be available for inspection by any interested member of the Ryerson community. A period of one month is set aside for comment on the proposal.

The Vice President, Academic, will respond to the letter of intent as soon as possible after the expiry of the one month community response period, either authorizing or not authorizing the development of a formal proposal. If the development of a proposal is authorized, the Programs and Planning Committee will advise the Program Committee to develop a formal proposal.

Authorization to proceed signifies that the university supports the development of a full program proposal, but it does not commit the university or the Faculty to endorsement of the final proposal.

3. Proposed programs successful in the first stage (letter of intent) will be encouraged to prepare a full proposal, described in the procedures document Submission Requirements for New Graduate Programs, Stage Two section 2). Program Committees shall supply three copies of the material to the Dean of Graduate Studies, who, in turn, will table them with the PPC.
4. PPC will be responsible for studying the documentation and determining its readiness for an external consultant. PPC communicates with the Program Committee in writing and may ask members of the Program Committee to meet with PPC in order to assist with its deliberations.
5. The Dean of Graduate Studies will engage one or two external consultants to review the written submission. The external consultants will normally be senior academics active in a relevant field of study, but shall not be any of those named in the OCGS brief or on the external advisory committee of the proposed program. A written report will be submitted by each external consultant to the Dean, which will be shared with the Program Committee. The Program Committee will be allowed to prepare a written response to the external consultants' report. All costs of the external consultants, including honorariums and travel, shall be borne by the Program Committee's Faculty (ies).

6. The SGS Council will receive both the proposal and consultant's report and will either reject the proposal, table their pending informal communication with the Program Committee about the Council's concerns, or approve the proposal.
7. In the case of approval by SGS Council, the Program Committee will liaise with the Dean and the Registrar in preparing a draft for the university calendar. This draft will become part of the proposal.
8. After review by the Vice President, Academic, Academic Council will consider the proposal and recommendations of SGS Council as part of its regular business and either reject or approve the recommendation.
9. If the proposed program is approved by Academic Council, the Dean will work with the Program Committee to finalize the submission to OCGS. The sole authority to communicate with OCGS will rest with the Dean.
10. After OCGS approval, the program will be brought forward to the Finance Committee of the Board of Governors for approval and then forwarded to the Board of Governors for final approval.
11. If OCGS approval to commence is granted, the Program Committee will be instructed to submit the necessary documentation for Ministry of Training, Colleges and Universities new program approval to the Dean, who will in turn submit it on behalf of the University to Ministry of Training, Colleges and Universities. The Dean will report on Ministry of Training, Colleges and Universities decisions to the Board of Governors, Academic Council, SGS and the Program Committee.

NEW GRADUATE PROGRAMS – SUBMISSION REQUIREMENTS

1. Stage One: Letter of Intent

Groups submitting new graduate programs for approval (the Program Committee); will initially submit the following information to the Dean of Graduate Studies:

- a) A general description of the aims and objective of the proposed program, drawing particular attention to its degree of consistency with Ryerson's mandate (applied, professional and quasi-professional education),
- b) Evidence of the viability of the proposed program as a graduate program in the university system in Ontario,
- c) The Curricula Vitae of the Faculty in OCGS format (See OCGS By-Laws and Procedures Governing Appraisals (Revised November 1997));
- d) Letters of support and commitment from the relevant Deans of Faculty; and,
- e) Costing Analysis of the program (preliminary).

As a general guideline, sections a) and b) should be limited to 5 to 10 pages in length.

Program committees are encouraged to communicate with the Dean of Graduate Studies at an early stage in the conception of the proposed graduate program.

The letter of intent will be circulated for information as appropriate by the Dean of Graduate Studies and will be available for inspection by any interested member of the Ryerson community. A period of one month is set aside for comment on the proposal.

The Vice President, Academic, will respond to the letter of intent as soon as possible after the expiry of the one month community response period, either authorizing or not authorizing the development of a formal proposal. If the development of a proposal is authorized, the Programs and Planning Committee will advise the Program Committee to develop a formal proposal.

Authorization to proceed signifies that the university supports the development of a full program proposal, but it does not commit the university or the Faculty to endorsement of the final proposal.

2. Stage Two: Formal Proposal

Following the initial positive, informal review of this documentation by the Programs and Planning Committee of School of Graduate Studies Council (SGS), the Program Committee will be invited to submit to the Dean of Graduate Studies, the Brief for Standard Appraisals of the Ontario Council of Graduate Studies, as outlined in the OCGS By-Laws, to be supplied in three separate bound volumes.

3. At the time of final OCGS approval, Committees proposing new graduate programs will be required to submit modifications to be included in the Ryerson calendar.