

New Program Development Routing Checklist

Proposed Program Information

Proposed Program Title:

- Type of Credential:
- Mohawk College Certificate (MCC)
 - Ontario College Certificate (OCC)
 - Ontario College Diploma (OCD)
 - Ontario College Advanced Diploma (OCAD)
 - Ontario College Graduate Certificate (OCGC)
 - 3 Year Degree
 - 4 Year Honours Degree

Associate Dean:

Checklist

	To be completed at each stage of the process	Stakeholder Comments/ Signature & Date
<input type="checkbox"/>	Statement of Interest (SOI) submitted to Academic Quality Department	
<input type="checkbox"/>	SOI reviewed and pre-approved by Academic Leadership Team (ALT)	
<input type="checkbox"/>	SOI approved by Deans	

	To be completed at each stage of the process	Stakeholder Comments/ Signature & Date
<input type="checkbox"/>	SOI approved by Campus Master Plan Implementation Committee (CMPIC)	
<input type="checkbox"/>	Preliminary feasibility study by Institutional Research (IR)	
<input type="checkbox"/>	Consultation with other internal stakeholders – New Program Development (NPD) Team Meeting	
<input type="checkbox"/>	Draft management report developed by Program Quality team, relevant Centre for Teaching & Learning Innovation (CTLI) supports (Curriculum and Program Quality Consultant (CPQC), Instructional Designer etc.) and the Subject Matter Expert (SME), IR, Finance, Marketing	
<input type="checkbox"/>	Consultation with Registrar’s Office <input type="checkbox"/> Admissions <input type="checkbox"/> Scheduling (Space Utilization)	
<input type="checkbox"/>	Consultation with Co-op Office	

	To be completed at each stage of the process	Stakeholder Comments/ Signature & Date
<input type="checkbox"/>	Report reviewed by Finance and financial analysis provided	
<input type="checkbox"/>	Consultation with Continuing Education (CE)	
<input type="checkbox"/>	Consultation with the Mohawk International Office	
<input type="checkbox"/>	Consultation with the Marketing Department	
<input type="checkbox"/>	Final report reviewed by Program Development and Renewal (PDRC) Strategic Enrolment Management (SEM) Sub Committee	
<input type="checkbox"/>	Pre-approved by SEM Committee	

	To be completed at each stage of the process	Stakeholder Comments/ Signature & Date
<input type="checkbox"/>	Approved by Board of Governors <i>(date to be noted)</i>	
<input type="checkbox"/>	Credential Validation Services (CVS) Application completed and submitted	
<input type="checkbox"/>	CVS Validation <i>(documentation to be attached; to attach a document to this PDF, expand the navigation pane and select the paperclip icon)</i>	
<input type="checkbox"/>	Ministry of Colleges and Universities (MCU) Funding Application Completed and Submitted <i>(date to be noted)</i>	
<input type="checkbox"/>	MCU Funding approved <i>(documentation to be attached; to attach a document to this PDF, expand the navigation pane and select the paperclip icon)</i>	
<input type="checkbox"/>	Relevant departments notified of Ministry funding approval	