

## **New Program Development Routing Checklist**

*Updated September 2026*

### **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

Academic Area:

- ☐ Faculty of Health, Continuing Education and Professional Studies
- ☐ Faculty of Engineering Technology, Business Management and Applied Research
- ☐ Faculty of Climate Action, Trades, Apprenticeship and Transportation
- ☐ Faculty of Interdisciplinary, Creative and Social Services
- ☐ Centre for Indigenous Relations, Knowledge, and Learning (CIRKL) - Indigenous Education

Associate Dean:

## Checklist

|                          | <b>To be completed at each stage of the process</b>                                                                                                                                                                                                  | <b>Lead</b>                                                              | <b>Comments and Date</b> |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | Complete and submit New Program Viability Evaluation Rubric to Dean, Academic Development, Quality and Excellence (ADQE) with Dean's approval.                                                                                                       | Associate Dean (AD) Program Area<br><br>Dean of Faculty                  |                          |
| <input type="checkbox"/> | Statement of Interest (SOI) completed and submitted to VPA, Dean ADQE, Dean of Faculty for review and approval.                                                                                                                                      | AD Program Area                                                          |                          |
| <input type="checkbox"/> | SOI (and Rubric) reviewed and approved by SEM Steering Committee Recommendation on whether or not to proceed to initiate the Board Management Report. SEM Steering recommendations for new program development are then brought to MEG for approval. | Dean of Faculty<br><br>Dean ADQE                                         |                          |
| <input type="checkbox"/> | Pending MEG approval, initiate Board Management Report.                                                                                                                                                                                              | Academic Development Coordinator (ADC)                                   |                          |
| <input type="checkbox"/> | Initiate eScan to further validate program feasibility by Institutional Research (IR).                                                                                                                                                               | ADC<br><br>Dean/ AD of Program Area<br><br>IR/Corporate Research Analyst |                          |

|                          | <b>To be completed at each stage of the process</b>                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Lead</b>                                             | <b>Comments and Date</b> |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | Consultation and sign-off with Director of Experiential Learning regarding any form of work integrated learning (e.g., Co-op, placement, or degree work experience).                                                                                                                                                                                                                                                                                                              | AD, Program Area<br><br>Director, Experiential Learning |                          |
| <input type="checkbox"/> | New Program Development (NPD) Team Meeting.<br><br>Academic Development Coordinator, Dean of Faculty, Associate Dean (AD) or Program Manager (CPA/CS), AD, Centre for Teaching & Learning Innovation (CTLI), Curriculum and Program Quality Consultant (CPQC), Instructional Designer (ID), Program Quality Specialist (PQS), Pathways Coordinator, Library, Marketing, Institutional Research, Registrar's Office, Finance, Co-op/EL (if applicable), International, Facilities. | ADC                                                     |                          |
| <input type="checkbox"/> | Financial analysis requested by ADC and provided by the Financial Planning Analyst (FPA) attached to the Program.                                                                                                                                                                                                                                                                                                                                                                 | ADC<br><br>FPA<br><br>AD, Program Area                  |                          |
| <input type="checkbox"/> | Draft management report developed by Program Quality team, relevant CTLI supports CPQC, ID etc.) and the Subject Matter Expert (SME), IR, Finance, Marketing.                                                                                                                                                                                                                                                                                                                     | ADC                                                     |                          |

|                          | <b>To be completed at each stage of the process</b>                                                                                     | <b>Lead</b>                                                            | <b>Comments and Date</b> |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | Consultation with Registrar's Office.<br><input type="checkbox"/> Admissions<br><input type="checkbox"/> Scheduling (Space Utilization) | AD Program Area,<br><br>Operations Manager                             |                          |
| <input type="checkbox"/> | Consultation with Continuing Education (CE) as appropriate.                                                                             | AD Program Area                                                        |                          |
| <input type="checkbox"/> | Consultation with the Mohawk International Office.                                                                                      | ADC,<br><br>AD, Program Area                                           |                          |
| <input type="checkbox"/> | Consultation with the Marketing Department.                                                                                             | ADC<br><br>AD, Program Area                                            |                          |
| <input type="checkbox"/> | Final Board report reviewed by Program Development and Renewal (PDRC) Strategic Enrolment Management (SEM) Sub Committee.               | Dean, ADQE<br><br>PDRC SEM Sub-committee                               |                          |
| <input type="checkbox"/> | Approved by Board of Governors.                                                                                                         | Vice President, Academic (VPA)<br><br>Dean ADQE<br><br>Dean of Faculty |                          |

|                          | <b>To be completed at each stage of the process</b>                                                                                                  | <b>Lead</b>                                                   | <b>Comments and Date</b> |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | Credential Validation Service (CVS) Application completed and submitted.                                                                             | Program Quality Specialist (PQS), CPQC, AD, Program Area, SME |                          |
| <input type="checkbox"/> | Minister of Colleges, Universities, Research Excellence and Security (MCURES) Funding Application completed and submitted via PFAAM.                 | PQS, Dean, ADQE, AD, Program Area SME, CPQC                   |                          |
| <input type="checkbox"/> | MCURES Funding approved and relevant departments notified.<br><br><b><i>Please Refer to the Post-Approval Checklist for the ensuing process.</i></b> | PQS                                                           |                          |