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**MEMORANDUM**

**ATTENTION** Senate  
**FROM** Peter Hall, Vice Provost and Associate  
Vice-President, Academic  
**RE:** Process Revision for Full Program Proposals Approvals

**DATE** November 4, 2025**PAGES** 1/1

Currently new academic program proposals are submitted internally for review and approval on a Full Program Proposal (FPP) template. New degree level programs must undergo an additional level of approval by the Ministry of Post-Secondary Education and Future Skills' [Degree Quality Assessment Board](#) (DQAB). An additional form, a [Stage One](#), is required by submission to the DQAB. For these programs, governance is as follows:

	SCUS	SGSC	SCUP	Senate	Board of Governors (BoG)	Ministry of Post-Secondary Submission	Revisions Required	Unit, Faculty, AVPA	Ministry Resubmission
Undergraduate Program	Yes	No	Yes	Yes	Yes	Yes	IF Yes, then  IF No, then opens to peer review	Yes	Yes
Graduate Program	No	Yes	Yes	Yes	Yes	Yes	IF Yes, then  IF No, then opens to peer review	Yes	Yes

Upon BoG approval, the University Curriculum and Institutional Liaison Office (UCIL) complete a non-material edit of the documents ensuring friendly amendments approved by Senate and BoG are reflected in the FPP and that a complete proofread for grammatical and spelling errors has been completed.

While this process has remained essentially unchanged for more than twenty years (the DQAB was established in 2002), a recent review of our processes has identified a gap in the governance when the Ministry requires revisions to the FPP and Stage One. Since January 01, 2015 SFU has had 23 programs approved by the Ministry, of these 15 have had revisions required (65%), and of these only 2 added a revised date to the FPP document.

In these instances, changes are made by the program proponent (unit and faculty) who is the curricular, subject matter, and proposal expert. If needed, the Director, UCIL and the Associate Vice-President, Academic, may provide guidance on Ministry programs and policy while supporting the submission process. Additionally, the AVPA and UCIL Office are responsible for ensuring that the changes requested by the Ministry do not materially change the academic program (curriculum) nor the academic

governance mandate of SFU Senate as granted through the [B.C. University Act](#), section 37 (1). Over the past five years Ministry required revisions have included:

- Clarifying system context and how the program supports student mobility during study or post-graduation
- Securing additional letters of support from employers
- Securing additional letters of support from private post-secondary institutions
- Clarifying program budget
- Modifying credential nomenclature to align with Ministry recommendations
- Changing National Occupation Codes (NOC) or Classification of Instruction (CIP) Codes
- General editorial/proofing changes (i.e. Ministry program name changes, adding/correcting page numbers, fixing broken links)

The gap arises when revisions occur, in that the internal SFU governance committees are not notified of the revisions. To correct this moving forward, the UCIL Director will communicate required changes (beyond purely editorial, e.g. moving a comma) via memo to the Chair of each approving body i.e. SCUS, SGSC, SCUP, Senate, BoG, as an FYI item. It will be at the Chair's discretion whether to share that memo with the committee members.

Any questions regarding this process change may be sent to Jill Sutherland, Director, UCIL at [ucildir@sfu.ca](mailto:ucildir@sfu.ca)