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

Academic School:

- ☐ McKeil School of Business, School of Creative Industries and General Studies
- ☐ Continuing Education and Academic Development
- ☐ School of Engineering Technology and Aviation
- ☐ Marshall School of Skilled Trades & Apprenticeship
- ☐ Centre for Community Partnership and Experiential Learning
- ☐ School of Health
- ☐ School of Interdisciplinary Programs & Community Studies
- ☐ School of Climate Action
- ☐ Indigenous Education

Associate Dean:

Checklist

	To be completed at each stage of the process	Stakeholder Comments/ Signature & Date
☐	Statement of Interest (SOI) submitted to Academic Quality Department	
☐	SOI reviewed and pre-approved by Academic Leadership Team (ALT)	
☐	SOI approved by Deans	
☐	SOI approved by Campus Master Plan Implementation Committee (CMPIC)	
☐	Preliminary feasibility study by Institutional Research (IR)	
☐	Consultation with other internal stakeholders – New Program Development (NPD) Team Meeting	

	To be completed at each stage of the process	Stakeholder Comments/ Signature & Date
☐	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	
☐	Consultation with Registrar's Office ☐ Admissions ☐ Scheduling (Space Utilization)	
☐	Consultation with Co-op Office	
☐	Report reviewed by Finance and financial analysis provided	
☐	Consultation with Continuing Education (CE)	
☐	Consultation with the Mohawk International Office	

	To be completed at each stage of the process	Stakeholder Comments/ Signature & Date
☐	Consultation with the Marketing Department	
☐	Final report reviewed by Program Development and Renewal (PDRC) Strategic Enrolment Management (SEM) Sub Committee	
☐	Pre-approved by SEM Committee	
☐	Approved by Board of Governors (*date to be noted*)	
☐	Credential Validation Services (CVS) Application completed and submitted	
☐	CVS Validation (*documentation to be attached; to attach a document to this PDF, expand the navigation pane and select the paperclip icon*)	

	To be completed at each stage of the process	Stakeholder Comments/ Signature & Date
☐	Ministry of Colleges and Universities (MCU) Funding Application Completed and Submitted (*date to be noted*)	
☐	MCU Funding approved (*documentation to be attached; to attach a document to this PDF, expand the navigation pane and select the paperclip icon*)	
☐	Relevant departments notified of Ministry funding approval	

Updated September 2024