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| **Step** | **Action** | **Resources** | **Who** | **Comments** |
| **1** | Consult with Head of academic unit | Discussion re academic planning | New program lead | Head of academic unit to confirm discontinuation as a priority. |
| **2** | 1. Consult the Disciplinary Dean | Discussion re academic resource planning. | Head of academic unit | Dean to confirm discontinuation as a priority. |
| **3** | 1. Consult the Associate Vice-President Academic Programs (AVPAP). | Discussion regarding resources implications and impact on students. | Head of academic unit and disciplinary Dean |  |
| **4** | 1. Create Kuali entry with appropriate approval workflow. 2. Senate Committee on Curriculum (SCC) approval required. | Kuali | Academic unit | Discuss documentation and submission to SCC. |
| **5** | 1. Complete standard template for program discontinuation; obtain all required consultation documentation and approvals as indicated on the template.   All program proposals require units to complete the IACE consultation template and the internal consultation template. | Approval steps for program discontinuation as per the VPAC website | Academic unit | All consultations must have supporting documentation. |
| **6** | Template (proposal) submitted to Senate Committee on Planning (SCP) for approval / recommendation to Senate and the Board of Governors. |  | Disciplinary Dean | Academic unit and Dean make a short presentation to SCP and respond to questions. |
| **7** | Proposal submitted for Senate approval by Admin to AVPAP. |  | AVPAP introduces the proposal to Senate | Deans and academic unit respond to questions about the discontinuation. |
| **8** | Proposal submitted for Board of Governors approval by Admin to AVPAP |  | VPAC introduces the proposal to the Board of Governors |  |

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