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| **Step** | **Action** | **Resources** | **Who** | **Comments** |
| **1** | Consult with Head of academic unit | Discussion regarding academic planning | New program lead | Head of academic unit to confirm new program as priority. |
| **2** | Consult the Disciplinary Dean | Discussion regarding academic resource planning | Head of academic units | Dean to confirm new stream as a priority. |
| **3** | Consult the Associate Vice-President Academic Programs (AVPAP).  \*\*For graduate micro-certificate programs, consult with the AVPAP and the Dean of Graduate Studies. | Discussion regarding resources to support the proposed program, tuition template available on the VPAC website. | Head of academic unit and disciplinary Dean | All new streams should appear in Faculty resource planning documentation. |
| **4** | Consult with the Division of Continuing Studies if a non-credit program. |  | (Dean/designate) |  |
| **5** | Complete standard template for new micro-certificate program; obtain all required consultation documentation and approvals as indicated on the template. If non-standard tuition and/or special fees are proposed, submit non-standard tuition template to AVPAP.  All program proposals require units to complete the IACE consultation template. | Approval steps for new micro-certificate programs 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. |  | Academic unit and Dean make a short presentation to SCP and respond to questions. |  |