| **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 new program as priority. |
| **2** | 1. Consult the Disciplinary Dean | Discussion re academic resource planning. | Head of academic unit | Dean to confirm new stream as a priority. |
| **3** | 1. Consult the Associate Vice-President Academic Programs (AVPAP). | Discussion regarding resources to support the proposed program, tuition template available on  VPAC website. | Head of academic unit and disciplinary Dean | All new streams should appear in Faculty resource planning documentation. |
| **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 new undergraduate programs; obtain all required consultation documentation and approvals as indicated on the template. If non-standard tuition and/or special fees are proposed, submit tuition template to AVPAP.   All program proposals require units to complete the IACE consultation template and the internal consultation form. | Approval steps for new undergraduate degree programs as per the VPAC website.  Non-standard tuition template on VPAC site. | Academic unit | All consultations must have supporting documentation. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6** | Template (proposal) submitted to Senate Committee on Planning (SCP) for approval / recommendation to Senate. |  | 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 new program to Senate. | Dean and academic unit respond to questions from Senate. |
| **8** | Proposal submitted for Board of Governors approval by Admin to AVPAP. |  | VPAC introduces the proposal to the Board of Governors. | Resource allocations must be approved by the Board. |

****