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| **Step** | **Action** | **Resources** | **Who** | **Comments** |
| **1** | 1. Consult the disciplinary Dean
 | Discussion re academic planning | Head of academic unit | Head of academic unit to confirm new Certificate/Diploma as a priority |
| **2** | 1. Consult Associate Vice-President Academic Planning (AVPAP) together with Faculty of Graduate Studies (FGS) Dean.
 | Discussion regarding resources to support the proposed program. | Head of Academic unit and disciplinary Dean | All new Certificates/Diplomas should appear in Faculty resource planning documentation. |
| **3** | 1. Consult FGS Coordinator to review process & timelines for FGS approval
 |  | Representative from the academic unit  | Discuss FGS and curriculum approval process and requirements. |
| **4** | 1. Create Kuali entry with appropriate approval workflow.

Senate Committee on Curriculum (SCC) approval required. | Kuali | Academic unit | Discuss documentation and submission to SCC. |
| **5** | 1. Complete New Grad Certificate/Diploma Template; 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 template. | Approval steps for new certificate/diploma –graduate, and template as per the VPAC website.Non-standard tuition template on VPAC site. | Academic unit |  All consultations must have supporting documentation. |
| **6**  | 1. Completed template (proposal) submitted to FGS for Graduate Executive Committee approval
 |  | Academic unit  | Academic unit makes a short presentation to GEC and responds to questions. |
| **7** | Proposal submitted to Senate Committee on Planning for approval / recommendation to Senate. |   | Dean of FGS submits to AVPAP  | Faculty Dean or designate makes a short presentation to SCP and responds to questions. |
| **8** | Proposal submitted for Senate approval by Admin to AVPAP. |  | AVPAP introduces the proposal to Senate. | Dean and academic unit respond to questions about academic content. |
| **9** | Proposal submitted for Board of Governors approval by Admin to AVPAP. |  | VPAC introduces the proposal to Board of Governors. | Resource allocations must be approved by Board |