| **Step** | **Action** | **Resources** | **Who** | **Comments** |
| --- | --- | --- | --- | --- |
| **1** | 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** | 1. Consult with Disciplinary Dean | Discussion regarding academic resource planning | Head of academic unit | Disciplinary Dean to confirm new program as priority. |
| **3** | 1. Meet with the Associate VP Academic Programs (AVPAP) together with Faculty of Graduate Studies (FGS) Dean. | Discussion regarding resources required for the program & proposed tuition structure. If required, the Non-standard Tuition template is available on the VPAC site. | Head of academic unit and disciplinary Dean | All new programs to be part of Faculty resource planning documentation. |
| **4** | 1. Consult FGS Coordinator re FGS approval of template & curriculum | Templates and guidelines available on the VPAC website. | Representative of academic unit | Discuss process/timelines for approval of completed template & curriculum changes. |
| **5** | 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. |
| **6** | 1. Complete the Ministry and FGS supplemental templates & Non-Standard Tuition Template (if applicable); 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.  **\*\*\*Ensure external letters of support are included.** | Approval steps for new graduate programs and templates as per the VPAC website | Academic unit | \*\*\*Non-Standard Tuition Template required only where non-standard tuition is being proposed |
| **7** | 1. Submit completed templates (proposal) to FGS for Graduate Executive Committee approval. |  | Academic unit | Academic unit makes a short presentation at GEC and responds to questions. Revisions made as required by GEC. |
| **8** | FGS submits the proposal 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. |
| **9** | 1. Proposal submitted for Senate approval by Admin to AVPAP. |  | AVPAP introduces the new program to Senate | Dean and academic unit respond to questions about academic content. |
| **10** | Proposal submitted for Board of Governors approval by Admin to AVPAP. |  | VPAC introduces the new program to Board of Governors | Resource allocations must be approved by Board. |
| **11** | 1. Submission to the Ministry of Post-Secondary Education and Future Skills for review/approval. |  | AVPAP’s Office | \*\*Deans and the academic unit will be notified by AVPAP once Ministry approval is granted. |

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