| **Step** | **Action** | **Resources** | **Who** | **Comments** |
| --- | --- | --- | --- | --- |
| **1** | 1. Consult the disciplinary Dean
 | Discussion re academic resource planning | Head of academic unit  | Disciplinary Dean to confirm proposed change as a priority.  |
| **2** | 1. Consult the Associate Vice-President Academic Planning (AVPAP) together with the Faculty of Graduate Studies (FGS) Dean.
 | Resources to support the proposed change will be discussed | Academic unit and disciplinary Dean | If a new stream, this 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 & 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 standard template for program change - graduate; 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 change – graduate and template as per the VPAC website | Academic unit | All consultations must have supporting documentation. |
| **6**  | 1. Submit completed templates (proposal) to FGS for Graduate Executive Committee approval.
 |  | Academic unit  | Academic unit makes a short presentation to GEC and responds to questions. |
| **7** | FGS submits the proposal to Senate Committee on Planning for approval / recommendation to Senate. |   | Dean of FGS submits the proposal to the AVPAP  | Faculty Dean or designate makes a short presentation to SCP and respond 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** | When required, 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 |

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