New UNDERGRADUATE Degree Program Approval Process

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| **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.** | Consult with Disciplinary Dean | Discussion re academic resourceplanning | Head of academic unit | Disciplinary Dean to confirm new program as priority |
| **3.** | Consult with the Associate VP Academic Planning (AVPAP); if non-standard tuition and/or special fees are proposed, submittuition template to AVPAP | Discussion regarding resources to support the proposed program; tuition template available onVPAC website | Head of academic unit and disciplinary Dean | All new programs to be part of Faculty resource planning documentation. |
| **4.** | Contact Manager, Curriculum and Calendar on curriculum changes; complete process forCalendar changes | Curriculum change forms | Academic unit | Discuss documentation and submission to SCC |
| **5.** | Completed Ministry and supplemental templatesapproved by academic unit | Template guidelines available on VPACwebsite | Academic unit |  |
| **6.** | Completed Ministry and supplemental templates approved by disciplinaryFaculty |  | Disciplinary Faculty |  |
| **7.** | Ministry and supplemental templates submitted to Senate Committee onPlanning |  | Disciplinary Faculty | Academic unit and Dean make a short presentation to SCP and responds to questions. |
| **8.** | Ministry and supplemental templates submitted toSenate for approval |  | AVPAP introduces the new program to Senate | Dean and Academic unit respond to questions about academiccontent |



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| **9.** | Ministry and supplemental templates submitted to Board of Governors forapproval |  | AVPAP introduces the new program to Board of Governors | Resource allocations must be approved by Board |
| **10.** | Submission of Ministry Template for Ministryreview |  | AVPAP’s Office | Dean and the academic unit will be notified by AVPAP onceMinistry approval granted. |

2 September 30, 2019