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 resource  planning | 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, submit  tuition template to AVPAP | Discussion regarding resources to support the proposed program; tuition template available on  VPAC 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 for  Calendar changes | Curriculum change forms | Academic unit | Discuss documentation and submission to SCC |
| **5.** | Completed Ministry and supplemental templates  approved by academic unit | Template guidelines available on VPAC  website | Academic unit |  |
| **6.** | Completed Ministry and supplemental templates approved by disciplinary  Faculty |  | Disciplinary Faculty |  |
| **7.** | Ministry and supplemental templates submitted to Senate Committee on  Planning |  | Disciplinary Faculty | Academic unit and Dean make a short presentation to SCP and responds to questions. |
| **8.** | Ministry and supplemental templates submitted to  Senate for approval |  | AVPAP introduces the new program to Senate | Dean and Academic unit respond to questions about academic  content |



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

2 September 30, 2019