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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) & FGS Dean | Resources to support the proposed program will be discussed | 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 | Template and guidelines are available from the VPAC website | Representative from the academic unit | Discuss FGS and curriculum approval process and requirements |
| **4.** | 1. Complete New Grad Certificate/Diploma Template | Consult template guidelines from VPAC website | Academic unit |  |
| **5.** | 1. Completed Template approved by Academic unit |  | Academic unit |  |
| **6.** | 1. Completed Template approved by disciplinary Faculty |  | Disciplinary Faculty |  |
| **7.** | 1. Completed Template submitted to FGS for Graduate Executive Committee approval |  | Academic unit | Academic unit makes a short presentation to GEC and responds to questions. |
| **8.** | 1. Template submitted to FGS Council for approval |  | FGS submits to Council after Executive approval | Academic unit makes a short presentation to Council and responds to questions. |
| **9.** | Template submitted to Senate Committee on Planning for approval |  | Dean of FGS submits to AVPAP | Faculty Dean or designate makes a short presentation to SCP and responds to questions. |
| **10.** | 1. If necessary, complete process for curriculum changes | Curriculum change forms | Academic unit | This step may already be complete |
| **11.** | Template submitted to Senate for approval |  | AVPAP introduces Template to Senate | Dean and academic unit respond to questions about academic content. |
| **12.** | Template submitted to Board of Governors for approval |  | AVPAP introduces Template to Board of Governors | Resource allocations must be approved by Board |