| **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 Planning (AVPAP) & FGS Dean | Discussion regarding resources required for the program & proposed tuition structure | 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. Complete the Ministry and FGS Templates & Non-Standard Tuition Template (if applicable) | Templates & guidelines available on VPAC website | Academic unit | Non-Standard Tuition Template required only where non-standard tuition is being proposed |
| **6.** | 1. Completed Templates approved by academic unit |  | Academic unit |  |
| **7.** | 1. Completed Templates approved by disciplinary Faculty |  | Disciplinary Faculty |  |
| **8.** | 1. Submit Templates 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. |
| **9.** | 1. Templates submitted to FGS Council for approval |  | FGS submits to Council after Executive approval | Academic unit makes a short presentation at Council and responds to questions. |
| **10.** | Templates 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. |
| **11.** | 1. Complete process for Calendar changes | Curriculum change forms | Academic unit | This step may already be complete |
| **12.** | 1. Templates submitted to Senate for approval |  | AVPAP introduces the new program to Senate | Dean and academic unit respond to questions about academic content |
| **13.** | Templates submitted to Board of Governors for approval |  | AVPAP introduces the new program to Board of Governors | Resource allocations must be approved by Board |
| **14.** | 1. Submission of Ministry Template for Ministry review |  | AVPAP’s Office | Deans and the academic unit will be notified by AVPAP once Ministry approval granted. |

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