



New Undergraduate Degree Program Approval Process (Ministry)

Step	Action	Resources	Who	Comments
				priority.
2	Consult with Disciplinary Dean	Discussion regarding academic resource planning	Head of academic unit	Disciplinary Dean to confirm new program as priority
3	Consult with the Associate VP Academic Programs (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	Create Quali entry with appropriate approval workflow. Senate Committee on Curriculum (SCC) approval required	Complete Ministry and		
	supplemental templates obtain all required consultation documentation and approvals as indicated on the template If non-standard tuition and/or special fees are proposed, submit tuition template to AVPAP All program proposals require units to complete the IACE	Approval steps for new undergraduate degree programs as per the VPAC website	Academic unit	All consultations must have supporting documentation.



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Ministry and supplemental
templates (proposal)
submitted to Senate
Committee or Planning