

## New Undergraduate Program (non-Ministry required)

		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 the Disciplinary Dean	Discussion re academic resource planning.	Head of academic unit	Dean to confirm new streams as a priority.

3  
Consult the Associate Vice President Academic Programs (AVPAP)

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		Kuali	Academic unit	Discuss documentation and submission to SCC
5	<p>Complete standard template for new undergraduate programs; 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</p> <p>All program proposals require units to complete the IACE consultation template.</p>	<p>Approval steps for new undergraduate degree programs as .5 ( as)9 vp9 ( )Tjhe VPAC website.</p> <p>Non-standard tuition template on VPAC site.</p>	Academic unit	All consultations must have supporting documentation.



## New Undergraduate Program (non-Ministry required) Approval Process

\*\*Includes new certificates and diplomas

6	Template (proposal) submitted to Senate Committee on Planning (SCP) for approval/ recommendation to Senate		Disciplinary Dean	Academic unit and Dean make a short presentation to SCP and respond to questions.
7	Proposal submitted for Senate approval by Admin to AVPAP		AVPAP introduces the new program to Senate	Dean and academic unit respond to questions from Senate.
8	Proposal submitted for Board of Governors approval by Admin to AVPAP.		VPAC introduces the proposal to the Board of Governors.	Resource allocations must be approved by the Board.