Program Change to an Existing Undergraduate Program
Approval Process

Step	Action	Resources	Who	Comments
1	Consult the Disciplinary Dean	Discussion re academic resource planning	Head of academic unit	Dean to confirm the program change as a priority
2	Consult the Associate Vice President Academic Programs (AVPAP)	Resources to support the proposed program will be discussed	Academic unit and disciplinary Dean	All new streams should appear in Faculty resource planning documentation.
3	Create Kuali entry with appropriate approval workflow. Senate Committee on Curriculum (SCC) approval required.	Kuali	Academic unit	Discuss documentation and submission to SCC.
4	Complete standard template for program change, obtain all required consultation documentation and approvals as indicated on the template All program proposals require units to complete the IACE }v•µoš Ÿ}v š u‰o š X	Approval steps for program change – undergraduate as per the VPAC website	Academic unit	All consultations must have supporting documentation.
5	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.
6	Proposal submitted for Senate approval by Admin to AVPAP.		AVPAP introduces Template to Senate	Deans and academic unit respond to questions about academic content.
7	Where required proposal		VPAC introduces Template to	Resource allocations must be approve

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	submitted for Board of Governors approval by Admin to AVPAP.		Board of Governors	by Board