New Graduate Certificate/Diploma Approval Process

Step	Action	Resources	Who	Comments
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	Consult Associate Vice-President Academic Planning (AVPAP) together with Faculty of Graduate Studies (FGS) Dean.	Discussion regarding resources to support the proposed program.	Head of Academic unit and disciplinary Dean	All new Certificates/Diplomas should appear in Faculty resource planning documentation.
3	Consult FGS Coordinator to review process & timelines for FGS approval		Representative from the academic unit	Discuss FGS and curriculum approval process and requirements.
4	Create Kuali entry with appropriate approval workflow. Senate Committee on Curriculum (SCC) approval required.	Kuali	Academic unit	Discuss documentation and submission to SCC.
5	Complete New Grad Certificate/Diploma Template; 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 consultation template.	Approval steps for new certificate/diploma – graduate, and template as per the VPAC website. Non-standard tuition template on VPAC site.	Academic unit	All consultations must have supporting documentation.
6	Completed template (proposal) submitted to FGS for Graduate Executive Committee approval		Academic unit	Academic unit makes a short presentation to GEC and responds to questions.
7	Proposal submitted to Senate Committee on Planning for		Dean of FGS submits to AVPAP	Faculty Dean or designate makes a short presentation to SCP and responds to

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	approval / recommendation to Senate.			questions.
8	Proposal submitted for Senate approval by Admin to AVPAP.		AVPAP introduces the proposal to Senate.	Dean and academic unit respond to questions about academic content.
9	Proposal submitted for Board of Governors approval by Admin to AVPAP.		VPAC introduces the proposal to Board of Governors.	Resource allocations must be approved by Board