Process Guidelines for New Undergraduate Program Development and Approval

**Stages of approval process for all new program proposals (i.e., minor, major, certificate, diploma) and for new streams/options for existing Bachelor degree programs.**

1. Consult with the Chair(s) of academic unit and Dean(s) of relevant of Faculty or Faculties.
2. Complete the New Program Proposal Viability Index and submit to Dean(s) for consideration by Faculty Curriculum Committee(s).
3. Consult with AVPAP if non-standard tuition and/or special fees (i.e., differential special fees) are proposed for program, and complete template for non-standard tuition and fees.
4. Complete appropriate new program proposal template and submit to Chair(s) of academic units and Dean(s) for review and approval.
5. Forward approved new undergraduate non-degree program proposal templates (with signed cover page) to AVPAP for review and inclusion in agenda of the Senate Committee on Planning (SCP). The SCP will forward approved non-degree program proposals to Senate. Those new non-degree program proposals approved by Senate will be forwarded to the Board of Governors for review and approval.

**Stages of approval process for all new degree program proposals (i.e., baccalaureate):**

The approval process for all new undergraduate degree program proposals (i.e., degree programs not previously offered by UVic) involves approval by the University and the Ministry of Advanced Education (AVED).

See also *New Undergraduate Degree Program Proposal Guidelines*

1. Consult with the Chair(s) of academic units and Dean(s) of relevant of Faculty or Faculties.
2. Complete the New Program Proposal Viability Index and submit to Dean(s) for consideration by Faculty Curriculum Committee(s).
3. Consult with AVPAP if non-standard tuition and special fees (i.e., differential special fees) are proposed for program, and complete template for non-standard tuition and fees.
4. Complete appropriate new degree program proposal template and submit templates to Chair(s) of academic units and Dean(s) for review and approval.
5. Forward approved new undergraduate degree program proposal template (with signed cover page) to AVPAP for submission to:
   1. the Senate Committee on Planning (SCP) and
   2. the Ministry of Advanced Education (AVED).
6. Those degree program proposals approved by both the SCP and AVED will forwarded for approval to Senate. Subsequently, Senate forwards approved degree program proposals to the Board of Governors for review and approval.