



University
of Victoria

New Undergraduate Degree Program Approval Process (Ministry)

| Step | Action | Resources | Who | Comments |
|----------|--|---|---|--|
| 1 | Consult with Head of academic unit | Discussion regarding academic planning | New program lead | Head of academic unit to confirm new program as 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. | Quali | Academic unit | Discuss documentation and submission to SCC. |
| 5 | 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. | Approval steps for new undergraduate degree programs as per the VPAC website | Academic unit | All consultations must have supporting documentation. |
| 6 | Ministry and supplemental templates (proposal) submitted to Senate Committee on Planning (SCP). | | Disciplinary Dean | Academic unit and Dean make a short presentation to SCP and responds to questions. |



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| 7 | Proposal submitted for Senate approval by Admin to AVPAP. | | AVPAP introduces the new program to Senate | Dean and Academic unit respond to questions about academic content. |
| 8 | Proposal submitted for Board of Governors Approval by Admin to AVPAP. | | VPAC introduces the new program to Board of Governors | Resource allocations must be approved by Board. |
| 9 | Submission to the Ministry of Post-Secondary Education and Future Skills for review/approval. | | AVPAP's Office | **Dean and the academic unit will be notified by AVPAP once Ministry approval is granted. |