Senate Committee on Planning

Required Internal Consultations

Internal consultations must be initiated at least six weeks, eight weeks in the case of OREM, before the SCP (GEC, in the case of graduate proposals) submission deadline.

Please complete a separate form for each of the following consultations and submit the signed form with the proposal template:

* Office of the Registrar and Enrolment Management – wtaylor@uvic.ca
* Libraries – bengtson@uvic.ca
* Co-operative Education and Career Services – cooped@uvic.ca
* **NOTE:** Please complete the [IACE Consultation form](https://www.uvic.ca/vpacademic/program-planning/academic-programs/index.php) for submission to Kundoqk Jacquie Green, Executive Director, iaceconsultations@uvic.ca, and submit with proposal.

|  |  |
| --- | --- |
| Name of program: | Anticipated start date: |
| Proposal type (new, revise or discontinue program): |
|  |
| Academic unit, department, or school: |
| Name, title, and email of contact person: |
| Dean (or designate) or administrative authority: |
|  |
| Consultation date: |
|  |

|  |  |  |
| --- | --- | --- |
| **Name and position of person consulted** | **Method of consultation and materials used (e.g. proposal)** | **Feedback provided** |
|  |  |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_