*[insert the title of proposed program]*

*Template must be submitted as a Word document*

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1. **Provide a summary of the proposed new certificate or diploma, and clearly articulate how the program aligns with current institutional plans and priorities (maximum 1 page).**
2. **Curriculum design (include draft curriculum, if applicable, as an appendix) (maximum 2 pages)**

Indicate the program requirements and design, including core and prerequisite courses. Identify which courses already exist at UVic and any new courses to be implemented as a result of the proposed program.

* Does the proposed program involve places for integration of teaching and research? If yes, please provide details.
* Does the program include opportunities for experiential learning or other forms of community engagement or research-enriched learning?
* Does the program design include plans for distance education delivery? If yes, provide details.

1. **Integration of Indigenous perspectives, decolonization, global perspectives, equity, diversity and inclusion (maximum 2 pages)**

* Does the proposed program provide opportunities to include Indigenous perspectives and decolonization? If yes, please provide details.
* Does the proposed program design provide opportunities for global engagement or international perspectives? If yes, please provide details.
* How does the proposed program promote justice, equity, diversity, and inclusion? If yes, please provide details.

1. **Describe the learning outcomes of the proposed program.**
2. **What are the admission requirements for the proposed program?**
3. **How is the proposed certificate or diploma aligned with, or is distinct from other related programs at UVic and other BC post-secondary institutions?**
4. **Describe the enrolment plan for the length of the program (e.g., anticipated number of students in the program at launch and steady state for the expected duration of the program).**
5. **What is the evidence of demand for the proposed program, including labour market indicators?**
6. **Indicate resource requirements, including existing and new faculty and staff appointments, space, and library requirements (include a table of program revenue and expenditures).**
7. **Show evidence of consultation with and/or support of related UVic academic units/programs and other BC post-secondary institutions, relevant regulatory or professional bodies (provide copies of letters of support in an appendix).**