*[insert the title of proposed certificate or diploma]*

*Template must be submitted as a Word document*

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| **Submitted by:** | **Name and title** | **Email** |
| Dean or designate |  |  |
| Academic unit, department, or school |  |  |
| Name, title, and email of contact person |  |  |
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| Anticipated start date of proposed program***\*Note – the program must not be advertised/offered until all approvals are finalized.*** |  |

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| ***Please provide dates of all approvals***

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| **Required approvals** | **Date** |
| Pre-consultation with AVPAP (by contact person and Dean/designate) |  |
| Departmental/School approval |  |
| Resource requirements approval (by Dean) |  |
| Faculty Curriculum Committee approval |  |
| \*Faculty Council approval (or indicate equivalent Faculty voting body) |  |

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| **CONSULTATIONS (**\***complete a consultation form for each consultation and submit with proposal)****Office of the Registrar and Enrolment Managemen**t – wtaylor@uvic.ca (OREM consultation must be initiated as soon as the academic unit has a draft proposal and at least 8 weeks before SCP submission deadline). |

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| **Consultations** **must be initiated at least 6 weeks before SCP submission deadline; see notes below****\*Complete a separate consultation form for each consultation and submit with proposal** | **Date** | **Consultation****Documentation Attached (Y/N)** |
| Indigenous Academic and Community Engagement – Kundoqk Jacquie Green, Executive Director, iaceconsultations@uvic.ca **\*\*Please complete the** [**IACE Consultation form**](https://www.uvic.ca/vpacademic/program-planning/academic-programs/index.php) **and submit with proposal.** |  |  |
| Co-operative Education and Career Services – Executive Director – cooped@uvic.ca |  |  |
| Libraries – Jonathan Bengtson, University Librarianbengtson@uvic.ca |  |  |
| External and Internal Consultation (letters of support as per section I) |  |  |
| **Non-standard Tuition** | **Yes\* or N/A** | **Non-standard form attached (Y/N)** |
| Proposed program involves non-standard tuition\*If you answered yes, complete the UVic Non-standard [Tuition Template](https://www.uvic.ca/vpacademic/program-planning/academic-programs/index.php) |  |  |

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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 developed for 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 (e.g., practica, co-op, work terms) or or other forms of community-engaged or research-enriched learning? If yes, describe the unit’s plans to develop and support placement opportunities. Obtain line authority signature for any resource commitments.
* Does the program design include plans for online delivery? If yes, provide details.
1. **Integration of Indigenous perspectives, decolonization, global perspectives, equity, diversity and inclusion (maximum 2 pages)**
* How does the proposed program provide opportunities to include Indigenous perspectives and decolonization? Please provide details.
* How does the proposed program design provide opportunities for global engagement or international perspectives? Please provide details.
* How does the proposed program promote justice, equity, diversity, and inclusion? Please provide details.
* How does the proposed program incorporate accessible and inclusive pedagogical design, including assessment? Please share specific examples.
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. **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). Describe how you incorporated feedback in the program proposal.**