*[insert the title of proposed program]*

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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 |  |  |
|  |
| Anticipated start date of proposed micro-certificate 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) |  |
| Pre-consultation with Faculty of Graduate Studies if a graduate program (by contact person and Dean/designate) fgscirc@uvic.ca  |  |
| Departmental/School approval |  |
| Faculty Curriculum Committee approval |  |
| \*Faculty Council approval (or indicate equivalent Faculty voting body) |  |

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| ***Please complete all rows with date or N/A*** |

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| **Consultations** (as applicable; see notes below)**\**supporting documentation required for all consultations*** | **Date (or N/A)** | **Supporting Documentation Attached (Y/N)** |
| Jonathan Bengtson, University Librarianbengtson@uvic.ca |  |  |
| Office of the Registrar and Enrolment Management – OREGSCPConsultation@uvic.ca  |  |  |
| 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.** |  |  |
| External and Internal Consultation (letters of support as section I) |  |  |
| **Non-standard Tuition/Special Fees** | **Yes\* or N/A** | **Non-standard form attached (Y/N)** |
| Proposed program involves non-standard tuition and special fees\*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 micro-certificate program. Are there related programs at UVic? (Maximum 1 page).**
2. **What is the evidence of demand for the proposed program, including labour market indicators? What is the anticipated number of students and expected duration of the program?**
3. **Curriculum design. (maximum 1 page)**

Identify which courses already exist at UVic and any new courses to be developed for the proposed program.

* Does the program include opportunities for experiential learning or other forms of community engagement or research-enriched learning?
* Indicate the delivery modality (e.g., in-person, online, hybrid (synchronous or asynchronous)
1. **Integration of Indigenous perspectives, decolonization, equity, diversity and inclusion (maximum 1 page)**
* Does the proposed program provide opportunities to include Indigenous perspectives and decolonization? If yes, please provide details.
* 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. **If courses completed in the proposed program may be applied toward another undergraduate program (certificate, diploma, or degree), please outline the pathway and any restrictions or limitations.**
4. **Indicate resource requirements, including existing and new faculty and staff appointments, space, and library requirements (include a table of program revenue and expenditures).**
5. **Show evidence of consultation with and/or support of related UVic academic units/programs, community, and industry partners, regulatory or professional bodies, etc. (Provide copies of support letters in an appendix).**