*[insert the title of proposed program change]*

*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) |  |
| Pre-consult with Faculty of Graduate Studies – Administrative Manager (fgscirc@uvic.ca) |  |
| Departmental/School approval |  |
| Resource requirements approval (by Dean) |  |
| Faculty Curriculum Committee approval |  |
| \*Faculty Council approval (or indicate equivalent Faculty voting body) |  |
| Faculty of Graduate Studies Graduate Executive Committee (GEC) approval |  |

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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 GEC submission deadline). |

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| **Consultations** **must be initiated at least 6 weeks before GEC 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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**Provide a summary of the proposed change. Clearly articulate the rationale for the change. How does the proposed change align with unit/faculty/UVic institutional plans and priorities? (Maximum 1 page).**

1. **Does the proposed change require additional resources (faculty/staff appointments, space, library) beyond the unit’s current complement? If yes, please provide details.**
2. **Does the proposed change have an impact on admission requirements? If so, please provide details.**
3. **Does the proposed change involve changes to the curriculum? If yes, include a draft of the proposed curriculum changes and clearly indicate how it differs from the existing curriculum.**
* Do the proposed curriculum changes provide opportunities for the academic unit/program to incorporate accessible and inclusive pedagogical design, including assessment, into your program? If yes, provide specific examples of your plan.
1. **Does the proposed change affect the current program learning outcomes? If yes, identify the revised program learning outcomes.**
2. **Does the proposed change affect opportunities for experiential learning (e.g., co-op, community-engaged and research-enriched learning), integration of Indigenous perspectives, decolonization, equity, diversity, inclusion, global perspectives, etc. If yes, please provide details.**
3. **Does the proposed change align or distinguish the program from comparable programs at other BC post-secondary institutions? If yes, please provide details.**
4. **Does the proposed change affect anticipated enrolment? If yes, please provide details.**
5. **Impact on Students – does the proposed change (s) have an impact on students (student evaluation, student progression, supervision, etc. You should address transition between the current program and proposed change, if applicable).**
6. **Show evidence of consultation with and support of related UVic academic units/programs, other BC post-secondary institutions, and relevant regulatory or professional bodies where appropriate (provide emails/letters of support in an appendix). Describe how you incorporated feedback in the program proposal.**