*[insert the title of proposed program]*

*Submit as a Word document*

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| **Submitted by:** | **Name and title** | **Email** |
| Dean or designate |  |  |
| Academic unit, department, or school offering the graduate degree |  |  |
| Name, title, and email of contact person |  |  |
|  |
| Anticipated change start date  |  |

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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 |  |
| Faculty Curriculum Committee approval |  |
| \*Faculty Council approval (or indicate equivalent Faculty voting body) |  |
| Faculty of Graduate Studies Graduate Executive Committee (GEC) approval |  |

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

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| **Consultations** (as applicable must be initiated at least 6 weeks before SCP submission deadline; see notes below)**\**supporting documentation required for all consultations*** | **Date (or N/A)** | **Supporting Documentation Attached (Y/N)** |
| Libraries – Jonathan Bengtson, University Librarianbengtson@uvic.ca  |  |  |
| Co-operative Education and Career Services – Andrea Giles, Executive Director – cooped@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 per section F) |  |  |
| **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/new-academic-programs/index.php) |  |  |

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**Note: You should first complete the Ministry of Post-Secondary Education and Future Skills stage 1 Review for New Degree Proposals Template before completing the UVic Supplemental Template**

1. **What are the admission requirements for the proposed graduate program?**
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 (e.g., non-thesis graduate programs)? If yes, please provide details.
* Does the program include opportunities for experiential learning or other forms of community engagement or research-enriched learning?
	+ Describe use and anticipated outcomes of practica, Co-op, work terms, or other forms of experiential learning and the unit’s plans and support to develop placement opportunities. Obtain line authority signature for any resource commitments.
	+ Opportunities for community-engaged and 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. **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).**
3. **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).**

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| INSTITUTION:  | PSIPS PROPOSAL #:  |
| PROPOSED DEGREE:  |

The Stage 1 Review is to determine the need for the program and how it fits with other programs currently offered by the BC public post-secondary education system. It applies to BC publicly funded post-secondary institutions as a means to ensure public resources are spent effectively.

Submission format:

* To facilitate the Stage 1 Review, institutions must complete this template to ensure that all necessary information is provided for the DQAB review.
* Supporting letters, surveys and other documentary evidence should be included as an appendix.
* Use “n/a” or “non-applicable” for a criterion that does not apply and add a brief rationale.
* The submission is expected to be concise and should not exceed 12 pages or 4,000 words, excluding appendices.
* Attached to the template are the submission guidelines for each standard. The submission guidelines detail suggested evidence the institution may provide to demonstrate the program meets each criterion.

**Summary Description of Degree Program: (1 page maximum)**

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| **INSTITUTIONAL MANDATE / CAPACITY*****STANDARD: The institution must establish that it has the mandate and capacity to offer the proposed degree program***. |
| CRITERIA: | COMMENTS: |
| 1. ***Mandate***
 |
| How does the proposed program fit within the mandate of the institution? |  |
| How does the proposed program support the current academic and strategic plan of the institution? |  |
| For applied degrees offered under the *College and Institute Act*:* Does the proposal lead to a specific occupation?
* Does the proposal provide a diploma exit, if appropriate?
 |  |
| 1. ***Capacity***
 |
| To what extent does the program build on the institution’s existing infrastructure, resources and experience from offering programs in related fields?  |  |
| To what extent has the institution assessed the resources required and identified funding sources needed to implement the program? |  |

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| **SOCIAL AND ECONOMIC BENEFIT*****STANDARD: The institution must demonstrate that the proposed program will serve the social and economic needs of British Columbians***.  |
| CRITERIA: | COMMENTS: |
| 1. ***Priority of Program Focus***
 |
| Is the program focus primarily on meeting social benefit(s) or economic benefit(s)? |  |
| 1. ***Social Benefit***
 |
| What social, cultural, regional, community, environmental, institutional and/or intellectual benefits would the proposed program provide? |  |
| How would the proposed program advance social goods or government priorities? |  |
| 1. ***Economic Benefit***
 |
| What direct and/or indirect economic, industrial or labour market benefits would the program offer the student, community, region or province? |  |
| How would the proposed program support economic growth and/or government economic priorities? |  |
| What labour market needs would the proposed program meet for the province? (Please include no more than 5 applicable National Occupational Classification (NOC) codes.) |  |
| Do potential employers require a degree for graduates to gain employment in the field? |  |
| If the main employer will be government or another public agency, what support does the program have from relevant ministry/public employers? |  |
| 1. ***Consultation***
 |
| What feedback from relevant community groups, employer groups, and professional organizations was incorporated into the proposed program? |  |
| If the program relates to a regulated profession, what feedback did the regulatory or licensing bodies and the responsible Ministry provide?  |  |

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| **SYSTEM COORDINATION / PROGRAM DUPLICATION*****STANDARD: The institution must establish that the proposed program fills a need within the post‑secondary system and that there is no unnecessary duplication with existing programs.***  |
| CRITERIA: | COMMENTS: |
| 1. ***System Context***
 |
| What differentiates the proposed program from all other related programs in the province? Please provide a list of Classification of Instructional Programs (CIP) codes for related programs. |  |
| 1. ***Consultation***
 |
| To what extent has the institution consulted other institutions in British Columbia offering similar programs and responded to their feedback? |  |
| 1. ***Rationale for Duplication***
 |
| If programs with similar learning objectives are currently available in the region or online within the province, what is the rationale for establishing another program? |  |
| 1. ***Collaboration***
 |
| To what extent has the institution explored appropriate ways to collaborate and/or share resources with other institutions offering related programs? |  |

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| **STUDENT DEMAND AND OUTCOMES*****STANDARD: The institution must demonstrate that the proposed degree program will have sufficient ongoing student interest and provide benefit to students.*** |
| CRITERIA: | COMMENTS: |
| 1. ***Student Demand***
 |
| How robust is the demonstrated potential student demand to sustain the proposed program? |  |
| 1. ***Benefit to Students***
 |
| To what extent will students be able to transfer to and from other post-secondary institutions in the province? |  |
| What opportunities are available to program graduates for further study in the field or in professional fields? |  |
| What added value will the proposed program offer graduates in terms of employment opportunities? |  |

# Submission Guidelines

The submission guidelines detail suggested evidence the institution may provide to demonstrate the program meets each criterion.

**SUMMARY DESCRIPTION OF DEGREE PROGRAM**

* One page maximum executive summary description of the proposed degree program. Include number of program credits, expected time to completion, program concentrations, delivery methods, targeted students, learning outcomes, and employment prospects.

**INSTITUTIONAL MANDATE / CAPACITY**

***STANDARD: The institution must establish that it has the mandate and capacity to offer the proposed degree program***.

***Submission Guidelines***

* Describe how this program fits within the mandate of the institution.
* Indicate how the program supports the current academic and strategic plan of the institution.
* Describe whether the institution has had successful past performance in related program areas over the past three years and provide supporting evidence, such as student outcome surveys or other relevant information that demonstrate satisfaction of students, employers, graduates and receiving institutions.
* Describe the possible impact the program may have on existing programs, resources, services and capacity at the institution. Identify plans for reallocating internal resources.
* Provide an enrolment plan for the program, identifying the projected number of students (full-time and part-time), minimum viable enrolment, and anticipated number of credentials awarded each year.
* Provide the timeframe required to implement the program and the anticipated launch date.

**SOCIAL AND ECONOMIC BENEFIT**

***STANDARD: The institution must demonstrate that the proposed program will serve the social and economic needs of British Columbians***.

***Submission Guidelines***

* Prioritize whether the degree primarily provides social benefits or economic benefits.
* Describe the potential social, cultural, regional, community, environmental, institutional and intellectual benefits of the program. Provide references to documents that support these statements. If the program advances one or more social goals, policies and/or government priorities, provide details.
* Describe the direct and indirect economic or industrial benefits of the proposed degree program to the student, the community, region or province. If the program advances one or more economic goals, policies and/or government priorities, provide details.
* Provide evidence of consultation with applicable community groups, employer groups and professional organizations as well as the findings resulting from such consultations.
* Provide evidence that potential employers require a degree to gain employment in the field.
* Describe the labour market demand for the credential. Provide supportable evidence, such as relevant statistical/census employment data relevant to the field, dated employment ads, current employer letters of support, labour force projections from government, industry and professional associations, and employer surveys.
	+ Labour market analyses should use the National Occupational Classification (NOC) codes of Human Resources and Skills Development Canada whenever possible to specify relevant occupation destinations of program graduates. Please identify no more than the top five occupation destinations for graduates of the program.
* If the main employer is the provincial or federal government, provide evidence of the relevant ministry’s or department’s support for the program.
* Describe the potential earnings for graduates and provide evidence such as student outcome surveys.
* Indicate whether the proposed degree is preparatory to work in a regulated field. If this is a regulated field, state whether the proposed degree represents a change in the “entry to Practice” standard and provide evidence of consultation with and support from pertinent regulatory/licensing bodies.

**SYSTEM COORDINATION / PROGRAM DUPLICATION**

***STANDARD: The institution must establish whether the proposed program fills a need within the post‑secondary system and that there is no unnecessary duplication with existing programs.***

***Submission Guidelines***

* Identify degree programs with similar learning objectives offered by other post-secondary institutions in British Columbia and briefly explain how or whether this degree will differ from the others.
* Describe the consultation that has occurred with other institutions in British Columbia offering similar programs.
* If there are programs with similar learning objectives or outcomes available in the province, explain why an apparent duplication in programming is warranted (e.g.: demand for graduates exceeds system capacity; the program is unavailable online or within reasonable commuting distance; etc.).
* Outline any plans for collaboration and/or sharing resources and identify the prospective collaborating institutions/organizations.
* Provide documentary evidence such as letters of support.

**STUDENT DEMAND AND OUTCOMES**

***STANDARD: The institution must demonstrate that the proposed degree program will have sufficient ongoing student interest and provide benefit to students.***

***Submission Guidelines***

* Provide evidence of student demand for the program, such as:
	+ - The results of a survey indicating current student demand for the program. If a survey is used, describe the survey instrument used and questions posed.
		- Student waitlists of comparable programs offered in British Columbia.
* Describe what plans and/or arrangements are in place to establish articulation agreements with other post-secondary institutions in the province. Provide a website link to the institution policy on admissions and transfer.
* If relevant, provide anticipated enrolment figures from other institutions that may have students wishing to articulate into the proposed program.
* Describe the opportunities that graduates of the program have for progression to further study in this field or in professional fields. Provide evidence of consultation with graduate/professional post-secondary programs.
* If non-degree and/or degree programs in the same field are offered at this institution, explain:
	+ The expected added value for students taking this proposed degree program (e.g., promotion or employment opportunities) and provide evidence that these anticipated benefits are justified.