*[insert the title of proposed program discontinuation]*

*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 or discontinued 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 |  |
| 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**](https://www.uvic.ca/vpacademic/program-planning/academic-programs/index.php) **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 Librarianulo@uvic.ca |  |  |
| Consultation with related academic units/programs impacted by the discontinuation (see Section D) |  |  |

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1. **Provide a summary and rationale for the proposed discontinuation (maximum 1 page).**
2. **How does the proposed discontinuation impact students currently enrolled in the program and what is the transition plan for them to complete their program (e.g., student evaluation, supervision, oral examinations)?**
3. **What impact will the proposed discontinuation have on resources such as faculty, staff appointments, and space?**
4. **Provide evidence of consultation with related programs and UVic departments/faculties participating or affected by the program discontinuation (emails/letters of support in an appendix).**