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| |  | | --- | | *[insert title of proposed program change]* | | Indicate the type of change being proposed:  Double or dual degree programs involving existing degrees  Programs involving partnerships or agreements with other institutions  Changes to a program degree or title  Significant changes to program focus, content, structure, new stream within existing program or  requirements  Other, please specify | |  | | |  |  |  | | --- | --- | --- | | **Submitted by:** | **Name and title** | **Email** | | Contact person |  |  | | Dean or designate |  |  | | | ***Please provide dates of all approvals***   |  |  | | --- | --- | | **Required approvals** | **Date** | | Pre-consultation with AVPAP (by contact person and Dean/designate) |  | | Departmental/School approval |  | | Faculty Curriculum Committee approval |  | | \*Faculty Council approval (or indicate equivalent Faculty voting body) |  | | | ***Please complete all rows with date or N/A*** |  |  |  |  | | --- | --- | --- | | **Consultations** (as applicable; see notes below)  ***\*supporting documentation required for all consultations*** | **Date (or N/A)** | **Supporting Documentation**  **Attached (Y/N)** | | Libraries – Jonathan Bengtson, University Librarian  [bengtson@uvic.ca](mailto:bengtson@uvic.ca) |  |  | | Executive Director, Co-operative Education and Career Services – Andrea Giles, [agiles@uvic.ca](mailto:agiles@uvic.ca) |  |  | | Office of the Registrar – please submit consult request to [OREGSCPConsultation@uvic.ca](mailto:OREGSCPConsultation@uvic.ca) |  |  | | Indigenous Academic and Community Engagement –  Rob Hancock, Associate Director Academic,  [iaceadac@uvic.ca](mailto:iaceadac@uvic.ca) |  |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **Non-standard Tuition** | **Yes\* or N/A** | **Non-standard form attached (Y/N)** | | Proposed program change involves non-standard tuition  \*If you answered Yes, complete the [UVic Non-standard Tuition Template](https://www.uvic.ca/vpacademic/resources/howto/plan-academic/) |  |  | | |

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***[insert title of proposed program change]***

**Please complete all sections or indicate N/A**

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| --- | --- |
| **SUMMARY of PROPOSED CHANGE** | |
|  | |
| Name, Location, Academic units (Faculties, departments, or schools) |  |
| Anticipated implementation date of change |  |
| Name, title, phone number and e-mail address of contact person |  |
| ***A. Please identify the type of change being proposed (e.g. double or dual degree programs involving existing degrees,***  ***programs involving partnerships or agreements with other institutions, changes to a program degree or title,***  ***significant changes to program focus, content, structure or requirements (e.g. moving from a project-based to a course-based masters)*** | |
|  | |
| ***B. Provide a summary and rationale for the proposed change (maximum 1 page)*** | |
| **Clearly articulate the proposed change and provide a rationale for the change and its impact on students. How does the proposed change align with unit/Faculty/UVic institutional plans and priorities?** | |
| ***C. What impact does the proposed change have on student recruitment, retention and success? Are there current labour market indicators to support the proposed change?*** | |
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| ***D. Does the proposed change require additional resources (faculty/staff appointments, space, library) beyond the unit’s current complement? If yes, please provide details.*** | |
|  | |
| ***E. Does the proposed change have an impact on current policies (admissions, student evaluation, student progression, supervision, oral examinations)? If yes, please provide details.*** | |
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| ***F. Curriculum design (Include draft curriculum, if applicable, as Appendix).*** | |
| * **Does the proposal involve changes to the curriculum design? If yes, clearly identify the existing curriculum and proposed changes.** * **Does the program change 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.** | |
| ***G. Does your program have learning outcomes? If so, does the proposed change affect the current program learning outcomes? If yes, identify the revised program learning outcomes.*** | |
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| ***H. Does the proposed change affect anticipated times to completion? If yes, provide the revised anticipated times to completion.*** | |
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| ***I. Does the proposed change provide opportunities to include Indigenous perspectives and decolonization of the curriculum/program? If yes, please provide details.*** | |
|  | |
| ***J. Does the proposed change provide opportunities for global engagement or perspectives? If yes, please provide details.*** | |
|  | |
| ***K. Does the proposed change promote justice, equity, diversity and inclusion? If yes, please provide details.*** | |
|  | |
| ***L. Does the proposed change involve places for integration of teaching and research? If yes, please provide details.*** | |
|  | |
| ***M. How does the proposed change align with or distinguish the program from related undergraduate programs in other BC post-secondary institutions?*** | |
|  | |
| ***N. Does the proposed change affect anticipated enrolment and student financial support plans? If yes, please provide details.*** | |
|  | |
| ***O. Provide evidence of consultation with related programs and UVic Departments/Faculties participating or affected by the program change (emails/letters of support in an appendix).*** | |