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| *[insert title of proposed program]* |
| 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 |
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| **Submitted by:** | **Name and title** | **Email** |
| Contact person |  |  |
| Dean or designate |  |  |

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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) |  |
| 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)** |
| Libraries – Jonathan Bengtson, University Librarianbengtson@uvic.ca  |  |  |
| Executive Director, Co-operative Education and Career Services – Andrea Giles, agiles@uvic.ca  |  |  |
| Office of the Registrar – please submit consult request to OREGSCPConsultation@uvic.ca  |  |  |
| Indigenous Academic and Community Engagement – Rob Hancock, Associate Director Academic, iaceadac@uvic.ca  |  |  |

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| **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/type of program]*

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| **SUMMARY of NEW PROGRAM** |
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| Name, Location, Academic units (Faculties, departments, or schools)  |  |
| Anticipated start date of proposed program***\*Note – the program must not be advertised/offered until all approvals are finalized.*** |  |
| Name, title, phone number and e-mail address of contact person |  |
| ***A. Provide a summary of the proposed program and clearly articulate how the program aligns with current institutional plans and priorities. (maximum 1 page)*** |
| ***B. What are the current labour market indicators to support the proposed program?*** |
|  |
| ***C. How is the proposed program aligned with, or is distinct from other related undergraduate programs in other BC post-secondary institutions?*** |
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| ***D. Please indicate areas of specialization and evidence of adequate faculty complement to support the proposed program.*** |
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| ***E. What are the admission requirements for the proposed program?*** |
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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 new 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.**
 |
| ***G. Describe the learning outcomes of the proposed program.*** |
|  |
| ***H. Does the proposed program provide opportunities to include Indigenous perspectives and decolonization of the curriculum/program? If yes, please provide details.*** |
|  |
| ***I. Does the proposed program design provide opportunities for global engagement or perspectives? If yes, please provide details.*** |
|  |
| ***J. Does the proposed program promote justice, equity, diversity and inclusion? If yes, please provide details.*** |
|  |
| ***K. Does the proposed program involve places for integration of teaching and research? If yes, please provide details.*** |
|  |
| ***L. Describe the enrolment plan for the length of the degree and student financial support plan.*** |
|  |
|  ***M. Resource requirements (include a table of program revenue and expenditures).*** |
| **Indicate resources required for new faculty and staff appointments, space and library.** |
| ***N. Provide evidence of consultation with related programs and UVic departments/faculties participating in or affected by the new program (emails/letters of support in an appendix)*** |
| ***O. Provide external letters of support from other BC post-secondary institutions and/or community partners.*** |