



University  
of Victoria

# New UNDERGRADUATE Degree Program Approval Process

Step	Action	Resources	Who	Comments
1.	Consult with Head of academic unit	Discussion re academic planning	New program lead	Head of academic unit to confirm new program as priority
2.	Consult with Disciplinary Dean	Discussion re academic resource planning	Head of academic unit	Disciplinary Dean to confirm new program as priority
3.	Consult with the Associate VP Academic Planning (AVPAP); if non-standard tuition and/or special fees are proposed, submit tuition template to AVPAP	Discussion regarding resources to support the proposed program; tuition template available on VPAC website	Head of academic unit and disciplinary Dean	All new programs to be part of Faculty resource planning documentation.
4.	Contact Manager, Curriculum and Calendar on curriculum changes; complete process for Calendar changes	Curriculum change forms	Academic unit	Discuss documentation and submission to SCC
5.	Completed Ministry and supplemental templates approved by academic unit	Template guidelines available on VPAC website	Academic unit	
6.	Completed Ministry and supplemental templates approved by disciplinary Faculty		Disciplinary Faculty	
7.	Ministry and supplemental templates submitted to Senate Committee on Planning		Disciplinary Faculty	Academic unit and Dean make a short presentation to SCP and responds to questions.
8.	Ministry and supplemental templates submitted to Senate for approval		AVPAP introduces the new program to Senate	Dean and Academic unit respond to questions about academic content



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9.	Ministry and supplemental templates submitted to Board of Governors for approval		AVPAP introduces the new program to Board of Governors	Resource allocations must be approved by Board
10.	Submission of Ministry Template for Ministry review		AVPAP's Office	Dean and the academic unit will be notified by AVPAP once Ministry approval granted.