**New Undergraduate Degree Program Proposal Guidelines**

**When to Submit a New Program Proposal**

A new undergraduate degree program is defined as:

* a baccalaureate degree program that has not been previously granted by UVic, or
* a baccalaureate degree program granted by UVic that contains one or more of the following elements:
* a new major or field of specialization (although a new honours program in a field in which a major is currently offered will not require review);
* an existing interdisciplinary major for which the majority of the courses are new or are substantially altered to conform to the program's objectives;
* a joint major if one or more of the fields in the joint major is not already represented by an approved major;
* revision of a program's major objectives resulting in significant changes; and,
* significant revision of a program that warrants credential renaming.

A new undergraduate degree program proposal must include an executive summary followed by a full program proposal and appendices. The executive summary and full program proposal will be posted for public review for 30 days on the Degree Granting Authorization web site of the BC Ministry of Advanced Education and Labour Market Development. The website will indicate the closing date for public comment and that comments from the public are to be directed to the submitting institution and copied to the Board secretariat.

**Executive summary submission format** (2 – 3 pages in length)

(You can write this after you have finished the full program proposal described below.)

1. An overview of the organization’s history, mission and academic goals
2. Credential to be awarded, including the level and category of the degree and the specific discipline or field of study
3. Location
4. Academic units (Faculties, departments, or schools) offering the new program
5. Anticipated program start date
6. Anticipated completion time in years or semesters
7. Target audience(s) and enrolment potential (targeted student segments, labour market demand)
8. A description of the proposed program, including:
* Aims, goals and/or objectives
* Anticipated contribution to the mandate and strategic plan of UVic
* Linkages between the learning outcomes and the curriculum design, including whether a practicum, co-op or work term is required for degree completion, and if so, a description of the purpose and role of the work experience within the program
* Areas of employment for graduates and opportunities for further study
* Delivery methods
* Program strengths
* An overview of the level of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, and plans for admissions and transfer within the BC post-secondary education system
* Distinctive advantage in relation to other similar programs in the institution or other British Columbia post-secondary institutions. Indicate rationale for duplication, if any.
1. Resource Plan: enrolment goals and associated staff, space/equipment implications and funding/budget requirements.

Note Dr. Nancy Wright, Associate Vice-President Academic Planning, 250-721-7012,

avpap@uvic.ca, is the institutional contact person.

BC Ministry of Advanced Education degree program review criteria & guidelines

<http://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization/assessment-criteria-process>

 **Full program proposal submission format** (up tp 5,000 words plus appendices)

1. Identification of new program
2. Name
3. Location
4. Academic units (Faculties, departments, or schools) offering the new program.
5. Anticipated program start date
6. Name, title, phone number and e-mail address of contact person(s)
7. History and context of the program (Use this section to describe the history of your own program and of others in similar areas. Show how the need for your program has arisen and is not being answered by existing offerings.)
8. Aims, goals and/or objectives
9. Distinctive characteristics (Show that you are not duplicating what is being done

 elsewhere and/or that you are adding value to what already exists.)

1. Anticipated contribution to the UVic, Faculty, and academic unit’s strategic plans
2. Target audience, student and labour market demand (Provide evidence for your

 assertions and citations to your sources.)

 3.4 Include plans for student recruitment, retention and success.

1. Admission requirements (Include plans for admissions and transfer within the BC system if applicable.)
2. Areas of specialization and evidence of adequate faculty complement. (Include short faculty cv information in Appendix A.)
3. Curriculum design (Include calendar curriculum change forms in Appendix B.)
4. Schedule of course delivery (Include proposed program design options and prescribed set of core and prerequisite courses. Identify which courses already exist at UVic and new courses to be developed for the program.)
5. Delivery methods
6. Linkages between the learning outcomes and the curriculum design
7. Use and purpose of practica, Co-op, work terms (Describe the unit’s plans to develop placement opportunities and the level of support that will be extended to students seeking placements.)
8. Residency requirements and anticipated times to completion
9. Policies on student evaluation
10. Enrolment plan for the length of the program (Include a table showing anticipated annual intake, and graduates including those in any existing programs. Include a second copy of this section in Appendix C.)
11. Funding plan for the length of the program and resources required
12. Plans for on-going program assessment
13. Related programs in your own or other British Columbia post-secondary institutions (see 3.1 above)
14. Evidence of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable (Provide copies of letters of support in Appendix F)

 **Appendices** (All appendices should be attached as separate documents. **Appendices will not be posted on the public web site.**)

A. Short faculty cvs

B. Draft calendar/curriculum change forms (approval is done separately through the curriculum process)

C. Enrolment plan from section 7 above

D. Recruitment & Marketing plan (Consult with Recruitment team and UVic Communications)

E. Letters of support

F. Business plan

a. Income generated

b. Faculty appointments required

c. Staff requirements

d. Student financial support plan (Include a table of anticipated annual funding amounts and sources for each student in the program in a sample year at steady state)

e. Space

 f. Library requirements (Include evidence of consultation with UVic Librarian)

**Board of Governors Executive Summary**

In approximately 250 to 500 words identify the new undergraduate degree program’s:

1. Strategic relevance
2. Distinctive characteristics
3. Alignment with the university’s mission and strategic plan
4. Senate / academic considerations
5. Demand and availability
6. Resource implications (including resource plan, revenue and expenditure implications)
7. Other relevant factors such as impact and learning outcomes.