Process for Proposal and Approval of New Programs
(Undergraduate and Graduate)

Review information on the Connect site
https://connect.uvic.ca/sites/vpac/oreg/external/calendar/SitePages/Home.aspx for information on submission of course and program documentation to the Senate Committee on Curriculum (SCC) for review and approval for inclusion in the Academic Calendar.

Stages of approval process for **new non-degree** program proposals (i.e., minor; stream/option for an existing degree program e.g., major; undergraduate and graduate certificates and diplomas):

1. Consult with the Chair of academic unit and Dean of relevant of academic Faculty, and the Faculty of Graduate Studies when applicable.

2. Consult with the Dean of the academic Faculty regarding completion and submission of the New Program Proposal Viability Index.

3. Meet with Associate Vice President Academic Planning (AVPAP) for advice about templates for new non-degree program proposals, including the template for non-standard tuition and/or special fees (i.e., differential special fees) if they are proposed for the program.

4. Contact James Wigginton, Manager, Curriculum and Calendar (calmgr@uvic.ca), about documentation and submissions for the SCC.

5. Complete appropriate program proposal template and submit for review and approval to the Chair of the academic unit and Dean of the academic Faculty, as well as the Faculty of Graduate Studies when applicable.

6. Forward approved program proposal templates (with signed cover page) to the Associate Vice President Academic Planning (AVPAP) (apasst@uvic.ca) for review and inclusion in the agenda of the Senate Committee on Planning (SCP). The SCP will forward approved non-degree program proposals to the Senate and the Board of Governors for review and approval.

7. If non-standard tuition and/or special fees (i.e., differential special fees) are proposed for the program, submit a completed template to the AVPAP (apasst@uvic.ca) for review and approval by the Tuition Committee.

Updated August 20, 2018.

Stages of approval process for all **new degree** program proposals (i.e., majors, baccalaureate, Master's and PhD):

The approval process for all new degree program proposals involves approval by both the University and the Ministry of Advanced Education, Skills and Training (AEST).

1. Consult with the Chair of the academic unit and Dean of the relevant of Faculty, as well as the Faculty of Graduate Studies when applicable.

2. Consult with the Dean of the academic Faculty about completion and submission of the New Program Viability Index.

3. Meet with Associate Vice President Academic Planning (AVPAP) for advice about completion of templates for degree program proposals, including non-standard tuition and/ or special fees (i.e., differential special fees) if they are proposed for the program.

4. Contact James Wigginton, Manager, Curriculum and Calendar (calmgr@uvic.ca), about documentation and submissions for the SCC.

5. Complete the relevant **UVic Template** for the proposed degree program and submit the completed template to the Chair of the academic unit and Dean of the academic Faculty, as well as the Faculty of Graduate Studies when applicable, for review and approval by appropriate committees within these units.

6. Forward the approved **UVic Template** for degree program proposals (with signed cover page) to the AVPAP (apasst@uvic.ca) for submission to the Senate Committee on Planning (SCP), the Senate and the Board of Governors.

7. If non-standard tuition and/or special fees (i.e., differential special fees) are proposed for the degree program, submit a completed template to the AVPAP (apasst@uvic.ca) for review and submission to the Tuition Committee.

8. After submission of the **UVic Template** for degree program proposals to the SCP, complete the **Ministry Template** for degree program proposals and submit to the AVPAP for review. After the Board of Governors has approved the proposed program, the AVPAP will submit the approved UVic Template and the reviewed Ministry Template to the Ministry's PSIPS website for review and approval.

9. The AVPAP will notify the Dean and designated contact person when the Ministry has approved the program.