



University  
of Victoria

## New Undergraduate Degree Program Approval Process (Ministry)

Step	Action	Resources	Who	Comments
<b>1</b>	Consult with Head of academic unit	Discussion regarding academic planning	New program lead	Head of academic unit to confirm new program as priority.
<b>2</b>	Consult with Disciplinary Dean	Discussion regarding academic resource planning	Head of academic unit	Disciplinary Dean to confirm new program as priority.
<b>3</b>	Consult with the Associate VP Academic Programs (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.
<b>4</b>	Create Quali entry with appropriate approval workflow.  Senate Committee on Curriculum (SCC) approval required.	Quali	Academic unit	Discuss documentation and submission to SCC.
<b>5</b>	Complete Ministry and supplemental templates; obtain all required consultation documentation and approvals as indicated on the template. If non-standard tuition and/or special fees are proposed, submit tuition template to AVPAP.  All program proposals require units to complete the IACE consultation template.	Approval steps for new undergraduate degree programs as per the VPAC website	Academic unit	All consultations must have supporting documentation.



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<b>6</b>	Ministry and supplemental templates (proposal) submitted to Senate Committee on Planning (SCP).		Disciplinary Dean	Academic unit and Dean make a short presentation to SCP and responds to questions.
<b>7</b>	Proposal submitted for Senate approval by Admin to AVPAP.		AVPAP introduces the new program to Senate	Dean and Academic unit respond to questions about academic content.
<b>8</b>	Proposal submitted for Board of Governors Approval by Admin to AVPAP.		VPAC introduces the new program to Board of Governors	Resource allocations must be approved by Board.
<b>9</b>	Submission to the Ministry of Post-Secondary Education and Future Skills for review/approval.		AVPAP's Office	**Dean and the academic unit will be notified by AVPAP once Ministry approval is granted.