



University
of Victoria

Program Discontinuation 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 discontinuation as a priority.
2	Consult the Disciplinary Dean	Discussion re academic resource planning.	Head of academic unit	Dean to confirm discontinuation as a priority.
3	Consult the Associate Vice-President Academic Programs (AVPAP).	Discussion regarding resources implications and impact on students.	Head of academic unit and disciplinary Dean	
4	Create Kuali entry with appropriate approval workflow. Senate Committee on Curriculum (SCC) approval required.	Kuali	Academic unit	Discuss documentation and submission to SCC.
5	Complete standard template for program discontinuation; obtain all required consultation documentation and approvals as indicated on the template.	Approval steps for program discontinuation as per the VPAC website	Academic unit	All consultations must have supporting documentation.
6	Template (proposal) submitted to Senate Committee on Planning (SCP) for approval / recommendation to Senate and the Board of Governors.		Disciplinary Dean	Academic unit and Dean make a short presentation to SCP and respond to questions.
7	Proposal submitted for Senate approval by Admin to AVPAP.		AVPAP introduces the proposal to Senate	Deans and academic unit respond to questions about the discontinuation.
8	Proposal submitted for Board of Governors approval by Admin to AVPAP		VPAC introduces the proposal to the Board of Governors	