



University
of Victoria

New Undergraduate Program (non-Ministry required) Approval Process

****Includes new certificates and diplomas**

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 the Disciplinary Dean	Discussion re academic resource planning.	Head of academic unit	Dean to confirm new stream as a priority.
3	Consult the Associate Vice-President 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 streams should appear in Faculty resource planning documentation.
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 new undergraduate programs; 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. Non-standard tuition template on VPAC site.	Academic unit	All consultations must have supporting documentation.



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6	Template (proposal) submitted to Senate Committee on Planning (SCP) for approval / recommendation to Senate.		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 new program to Senate.	Dean and academic unit respond to questions from Senate.
8	Proposal submitted for Board of Governors approval by Admin to AVPAP.		VPAC introduces the proposal to the Board of Governors.	Resource allocations must be approved by the Board.