*[insert the title of proposed program change]*

*Template must be submitted as a Word document*

[ ]  Double or dual degree programs involving existing degrees

[ ]  Programs involving partnerships or agreements with other institutions

[ ]  Changes to a program degree or title

[ ]  Significant changes to program focus, content, structure, new stream within existing program or

 Requirements

[ ]  Other, please specify:

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| **Submitted by:** | **Name and title** | **Email** |
| Dean or designate |  |  |
| Academic unit, department, or school |  |  |
| Name, title, and email of contact person |  |  |
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| Anticipated change start date |  |

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| ***Please provide dates of all approvals***

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| **Required approvals** | **Date** |
| Pre-consultation with AVPAP (by contact person and Dean/designate) |  |
| Departmental/School approval |  |
| Faculty Curriculum Committee approval |  |
| \*Faculty Council approval (or indicate equivalent Faculty voting body) |  |

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| ***Please complete all rows with date or N/A*** |

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| **Consultations** (as applicable must be initiated at least 6 weeks before SCP submission deadline; see notes below)**\**supporting documentation required for all consultations*** | **Date (or N/A)** | **Supporting Documentation Attached (Y/N)** |
| Libraries – Jonathan Bengtson, University Librarianbengtson@uvic.ca  |  |  |
| Co-operative Education and Career Services – Andrea Giles, Executive Director – cooped@uvic.ca |  |  |
| Office of the Registrar and Enrolment Management – OREGSCPConsultation@uvic.ca  |  |  |
| Indigenous Academic and Community Engagement – Kundoqk Jacquie Green, Executive Director, iaceconsultations@uvic.ca **\*\*Please complete the** [**IACE Consultation form**](https://www.uvic.ca/vpacademic/program-planning/academic-programs/index.php) **and submit with proposal.** |  |  |
| Internal Consultation (emails/letters of support as per section J) |  |  |
| **Non-standard Tuition** | **Yes\* or N/A** | **Non-standard form attached (Y/N)** |
| Proposed program change involves non-standard tuition\*If you answered yes, complete the UVic Non-standard [Tuition Template](https://www.uvic.ca/vpacademic/program-planning/academic-programs/index.php) |  |  |

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1. **Provide a summary of the proposed change. Clearly articulate the rationale for the change How does the proposed change align with unit/faculty/UVic institutional plans and priorities? (Maximum 1 page).**
2. **Does the proposed change require additional resources (faculty/staff appointments, space, library) beyond the unit’s current complement? If yes, please provide details.**
3. **Does the proposed change have an impact on admission requirements? If so, please provide details.**
4. **Impact on Students – does the proposed change have an impact on students (student evaluation, student progression, supervision, etc. You should address transition between the current program and proposed change, if applicable).**
5. **Does the proposed change involve changes to the curriculum? If yes, include a draft of the proposed curriculum changes and clearly indicate how it differs from the existing curriculum.**
6. **Does the proposed change affect the current program learning outcomes? If yes, identify the revised program learning outcomes.**
7. **Does the proposed change affect opportunities for experiential learning opportunities, including co-op, community engaged and research-enriched learning, integration of Indigenous perspectives, decolonization, equity, diversity, inclusion, global perspectives, etc. If yes, please provide details.**
8. **Does the proposed change align or distinguish the program from comparable programs at other BC post-secondary institutions? If yes, please provide details.**
9. **Does the proposed change affect anticipated enrolment? If yes, please provide details.**
10. **Show evidence of consultation with and support of related UVic academic units/programs, other BC post-secondary institutions, and relevant regulatory or professional bodies where appropriate (provide emails/letters of support in an appendix).**