*[insert the title of program discontinuation]*

*Template must be submitted as a Word document*

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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 |  | |  | |  | | | | | Anticipated implementation date of discontinuation | |  | | | | ***Please provide dates of all approvals***   |  |  | | --- | --- | | **Required approvals** | **Date** | | Pre-consultation with AVPAP (by contact person and Dean/designate) |  | | Pre-consultation with FGS Administrative Manager ([fgscirc@uvic.ca](mailto:fgscirc@uvic.ca)) |  | | Departmental/School approval |  | | Faculty Curriculum Committee approval |  | | Faculty of Graduate Studies Graduate Executive Committee (GEC) approval |  | | | ***Please complete all rows with date or N/A*** |  |  |  |  | | --- | --- | --- | | **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 Librarian  [bengtson@uvic.ca](mailto:bengtson@uvic.ca) |  |  | | Co-operative Education and Career Services – Andrea Giles, Executive Director – [cooped@uvic.ca](mailto:cooped@uvic.ca) |  |  | | Office of the Registrar and Enrolment Management –[OREGSCPConsultation@uvic.ca](mailto:OREGSCPConsultation@uvic.ca) |  |  | | Indigenous Academic and Community Engagement –  Kundoqk Jacquie Green, Executive Director, [iaceconsultations@uvic.ca](mailto:iaceconsultations@uvic.ca)  **\*\*Please complete the** [**IACE Consultation form**](https://www.uvic.ca/vpacademic/program-planning/academic-programs/index.php) **and submit with proposal.** |  |  | | Consultation with related academic units/programs impacted by the discontinuation (see Section D) |  | | |

[insert the title of program discontinuation]

**Summary Description of Proposed Discontinuation**

1. **Provide a summary and rationale for the proposed discontinuation (maximum 1 page).**
2. **How does the proposed discontinuation impact students currently enrolled in the program and what is the transition plan for them to complete their program (e.g., student evaluation, supervision, oral examinations)?**
3. **What impact will the proposed discontinuation have on resources such as faculty, staff appointments, and space?**
4. **Provide evidence of consultation with related programs and UVic departments/faculties participating or affected by the program discontinuation (emails/letters of support in an appendix).**