*[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 |  |

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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) |  |
| Pre-consultation with FGS Administrative Manager (fgscirc@uvic.ca)  |  |
| Departmental/School approval |  |
| Faculty Curriculum Committee approval |  |
| Faculty of Graduate Studies Graduate Executive Committee (GEC) approval |  |

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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.** |  |  |
| Consultation with related academic units/programs impacted by the discontinuation (see Section D) |  |

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[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).**