

(UNDERGRADUATE DEGREE PROPOSAL TEMPLATE)

Program Proposal for Exempt Status Institution

Program Name  
  
**UNIVERSITY OF THE FRASER VALLEY**  
Department  
Faculty  
  
  
  
  
  
  
  
  
Submitted to: (name of committee)

Date:

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*There are two components required for the approval of new undergraduate degree programs from institutions with exempt status:*

* *a Stage 1 proposal demonstrating the need for the program within the BC post-secondary system*
* *a Program Proposal providing an executive summary of the program and demonstrating how the program meets the standards required for credential recognition and curriculum design.*

*Instructions to developers and assessors on what is expected of the Program Proposal for Exempt Status Institutions, as outlined in the Ministry of Advanced Education’s* [*Degree Program Review Criteria and Guidelines*](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/degree-authorization/degree-program-criteria.pdf) *(*2017), *are provided in italics below. The instructions in italics will be removed before submission for external approval. Developers should consult the* [*Program Development and Quality Assurance office*](https://www.ufv.ca/pdo/getting-started/) *for additional information and assistance.*

Executive Summary

*The Executive Summary must present, in a succinct manner (approximately 2-3 pages in length), the purpose of the proposal and a summary of the key objectives and outcomes of the proposed degree program and must include the following information:*

1. Overview of UFV’s history, mission and academic goals

The University of the Fraser Valley is a regional teaching university that serves the Fraser Valley. The university was founded as Fraser Valley College in 1974, became the University College of the Fraser Valley in 1991, and in 2008 received university status to become the University of the Fraser Valley. In 2013, the Ministry of Advanced Education granted UFV exempt status up to the baccalaureate level. UFV’s mission of “engaging learners, transforming lives, building community” underpins the university’s strategic goals to provide inclusive learning environments for everyone; to provide opportunities for people to discover, develop and share their gifts while also recognizing and celebrating the gifts of others; and to collaborate and partner in pursuits that enrich the lives of all people on our campuses, in our local communities, and beyond. UFV’s [Integrated Strategic Plan](https://www.ufv.ca/strategic-planning/) articulates how we intend to achieve these goals.

1. Proposed credential to be awarded, including the level and category of the degree and the specific discipline or field of study (*Consult section 7: Degree Quality Assessment Board* [*Guidelines on Naming of Degrees*](http://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/degree-authorization/appendix-degree-program-criteria.pdf) *in the appendices to the Degree Program Review Criteria and Guidelines.*)
2. Location of where the new degree program will be offered
3. Faculty and school/department offering the program
4. Anticipated start date for the program
5. Anticipated completion time in years or semesters
6. Summary of the proposed program
   * Aims, goals and/or objectives of the proposed program
   * Anticipated contribution of the proposed program to the mandate and strategic plan of the institution
   * Linkages between the learning outcomes and the curriculum design and, if a work integrated learning component is included, a description of the purpose and role of the work experience required for degree completion
   * Potential areas/sectors of employment for graduates and /or opportunities for further study
   * Delivery methods
   * Program strengths
   * An overview of the level of support and recognition from other post-secondary institutions, and plans for admissions and transfer within the British Columbia post-secondary education system
   * Related programs in the institution or other British Columbia post-secondary institutions
7. Institutional contact person in case more information is required include PWG chair and faculty dean

Credential Recognition and Nomenclature

***Standard****: The institution must demonstrate that the program’s learning outcomes and standards are sufficiently clear and at a level that will facilitate recognition of the credential by other post-secondary institutions, professional and licensing bodies (where relevant), and employers. The name of the degree program should convey long-term meaning, and the content of the program should be consistent with the name.*

***Submission Guidelines:***

1. *Explain how the design of the program facilitates credential recognition by other post-secondary institutions.*
2. *Where applicable, describe the consultations undertaken to ensure the credential and learning outcomes will be recognized by and meet the standards of industry/employers and regulatory, licensing or credentialing bodies. In an appendix, provide the regulatory, licensing or credentialing body’s current requirements or standards and copies of letters from licensing or regulatory bodies indicating that the credential and learning outcomes will be recognized.*

Curriculum/Program Content

***Standard:*** *The management structures and methods of the program are well defined and permit delivery of the quality of education necessary for students to attain the learning outcomes. The program, in both subject matter and learning outcome standards, offers an education of sufficient breadth and rigour to be comparable to similar programs at the proposed degree level offered by other recognized post-secondary institutions. The curriculum must be current and reflect the state of knowledge in the field, or fields in the case of interdisciplinary and multidisciplinary programs.*

***Submission Guidelines:***

1. *Describe the program structure and the length of the program (number of credit hours) and proposed student evaluation.*
2. *Identify the prescribed set of core and prerequisite courses.*
3. *Identify which courses already exist at the institution and which new courses will need to be implemented to offer the program. Provide links to the official course outlines for all existing courses. Provide full course outlines for any new courses in an appendix. Note that any new or revised course outlines will also need to be approved through the course approval process.*
4. *Explain how the course and curriculum requirements have been designed to meet program and institutional learning outcomes and how the curriculum design will address the intended goals of the program.*
5. *If work experience or field placements are a component of the program, describe the plans to develop placement opportunities for students and the level of support available to students seeking placements.*
6. *Where applicable, describe the anticipated outcomes of the work experience or field placement associated with the program, how the experience offered will provide the opportunity to put the stated learning outcomes into practice, and how the students will be evaluated during their placements.*
7. *Describe the relationship of the proposed program to existing programs at UFV and indicate if it will be made available to other UFV degree programs.*
8. *Provide information on research and consultations with other post-secondary institutions offering comparable programs in the Stage 1 proposal and in the Executive Summary above.*

Appendices*In a separate document, compile the appendices required for the program proposal. The ones below are required of all proposals; however, there may be others relevant to your proposal. Please list the appendices in the order they are referenced in the body of your proposal.*

* Institutional and Program Learning Outcomes Map
* Official Course Outlines for New Courses (new course memos also have to accompany the OCO’s but are not included in the appendices)
* Calendar Copy
* Comparable Programs in B.C. (*cf.,* Stage 1 proposal)