



## NON-DEGREE PROGRAM PROPOSAL GUIDELINES

Use this document as a guide to assist with filling in the template for Non-Degree program proposals. Instructions on what is expected under each section, in accordance with the Ministry Guidelines, are indicated under each title and sub-title.

### INSTITUTION, PROGRAM AND CREDENTIAL IDENTIFICATION:

**Name of Institution:** University of the Fraser Valley

- If the program has been jointly developed and the credential to be jointly awarded, please indicate at this point and briefly state the contributions and roles of each institution.

**Title of Program:**

**Credential to be awarded to graduates:**

- State the credential that will be awarded to program graduates.
- See [UFV Policy 64: Credentials](#) for definitions

**Length of Program:**

- Outline the anticipated time commitments for students to complete the program (in years or semesters)

**Rationale for the credential:**

- Provide a brief rationale for the credential type (diploma or certificate) and how it is appropriate to the course of study

<b>Chair, Program Working Group:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Dean:</b>	<b>Email:</b>

### EXECUTIVE SUMMARY:

- Summarize the purpose of the proposal; and outline the key objectives and outcomes of the proposed program in one or two pages (500 words maximum).

## PROGRAM DESCRIPTION:

### *Goals and objectives of the new program*

- State the goals and objectives of the new program, and describe how the program will contribute to the mandate and future plans of the institution.

### *Target audience(s) for this program*

- Identify the specific student audience(s) for this program and include the following:
  - Evidence that this student audience is not currently being served with existing offerings in the region of the institution
  - Evidence of student demand
  - Anticipated annual enrolments for the program

### *Avoiding unnecessary duplication in the system*

- Where appropriate, provide a list of programs that exist at some of the other British Columbia institutions that may contain similar content, or have similar objectives. Explain how the institution has satisfied itself that there is not unnecessary duplication in the system.

### *Labour market demand*

- Provide evidence of labour market demand for the program. This information will vary depending on the circumstances and could range from a comprehensive labour market study to an informal survey consisting of letters of support from potential employers. This section should include a discussion regarding the anticipated employment destination for graduates from the proposed program, and the current labour market supply in the occupational area(s).

## CURRICULUM:

### *Skills, knowledge, or other attributes students will develop from the program*

- Describe the skills, knowledge, or other attributes students will develop from the program. Link the program's learning outcomes to UFV's [Institutional Learning Outcomes](#), and the curriculum design.

### *Program/course structure*

- Present the program and course structure (a grid, showing the courses per semester, is sufficient here).

### *Provincial, national and/or international certifications and standards achieved in the new program*

- Where appropriate, identify the provincial, national and/or international certifications and standards achieved in the new program. If the program proposal is aimed at putting students

into practice, and that practice requires a license for which the students qualify directly from the program (or from an examination directly after the program), the institution should indicate whether they are in contact with the appropriate accrediting body, and whether or not they are seeking accreditation.

#### **PROGRAM CONSULTATION AND EVALUATION:**

##### *Other provincial post-secondary institutions consulted about the program*

- List the other provincial post-secondary institutions consulted about the program, and provide details of the discussions such as key areas of discussion, dates, and individuals involved.
- ALMD (Advanced Education and Labor Market Development) should be consulted on *Health-related programs*: The provincial government is the key employer in the health field, and as such, it is important that ALMD be consulted with regard to the development/implementation of non-degree programs in this field. ALMD works with post-secondary institutions to respond to British Columbia's Health Human Resources (HHR) Plan with health program expansion, and therefore needs to endorse any related proposals prior to implementation.

##### *Other consultation*

- Provide a list and summary of the nature of all other consultations, including professional associations, municipal councils, employers, post-secondary institutions in other jurisdictions, trade groups, etc. Include any written comments in an appendix.
- If applicable, describe the composition of the industry advisory committee created for the program. Describe how the committee will help ensure the program remains up-to-date and meets employer and student needs in future years.

##### *Student Loan Program Eligibility*

- State whether the program meets the eligibility requirements for the StudentAid BC program. See *Chapter 2: Program Eligibility*, [StudentAid BC Policy Manual, 2016-2017](#) (Ministry of Advanced Education).

##### *Adequate depth and breadth of ongoing review and evaluation.*

- Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented.

##### *Safety and other risk management*

- Indicate whether safety and other risk management factors have been addressed where appropriate

**ADMISSION AND TRANSFER:**

- This section should include a plan to ensure students' ability to access the program through transfer-in of credits from other post-secondary institutions (course to course or block/program transfer), including reference to any possible transfer from high school courses and programs.
- Also describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution.
- Indicate how students will be able to transfer into related degree-level programs, if applicable

**OTHER:**

- Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal.

**APPENDICES:**

Attach all appendices required for your proposal. Below are some of the most frequently used appendices; there may be others relevant to your proposal. Please list them in the order they are referenced in the body of your proposal.

- Calendar Copy
- Full Course Outlines
- Budget Analysis (if applicable)
- Library Assessment (contact the library for this)
- Comparable Programs
- Labour Market Information
- Student Surveys
- Institutional and Program Learning Outcomes Map
- Letters of Support