(NON-DEGREE PROGRAM PROPOSAL TEMPLATE)

Full Program Proposal

Program Name

UNIVERSITY OF THE FRASER VALLEY

Department
Faculty

Submitted to: (e.g. name of committee)

Date:

©name of PWG

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Institution, Program and Credential Identification

Name of Institution: University of the Fraser Valley

Title of Program:

Credential to be awarded to graduates:

Length of Program:

Rationale for the credential:

Chair, Program Working Group:	**Title:**
Phone:	**Email:**
Dean:	**Email:**

Institutional contact person: ***(applies only for programs submitted for external peer review through online Post-secondary Institution Proposal System/PSIPS)***

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

Target audience

Avoiding unnecessary duplication in the system

Labour market demand

Curriculum

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

Program/course structure

Provincial, national and/or international certifications and standards

Program Consultation and Evaluation

Other provincial post-secondary institutions consulted about the program

Other consultation

Student Loan Program Eligibility

Adequate depth and breadth of ongoing review and evaluation

Safety and other risk management

Admission and Transfer

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 *(In a separate document, compile 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 (for new and significantly revised courses if not already published in the UFV Academic Calendar)
- Budget Analysis (if applicable)
- Library Assessment (contact the library for this) – does not necessary apply to short certificates
- Comparable Programs
- Labour Market Information
- Student Surveys
- Institutional and Program Learning Outcomes Map
- Letters of Support