**Internal Program Proposal Template**

***- for-credit programs not requiring Ministry approval -***

This template is to be used for proposals to create or modify programs that do not require Ministry of Advanced Education approval.

Faculties and Departments must consult with the Portfolio Initiatives Manager in the Office of the Provost and Vice-President (Academic) ([carley.roth@ualberta.ca](mailto:carley.roth@ualberta.ca)) on the appropriate template and process. Graduate proposers must also consult with the Faculty of Graduate Studies and Research ([fgsrgov@ualberta.ca](mailto:fgsrgov@ualberta.ca)). All program proponents must also consult with the Vice-Provost (Indigenous Programming & Research) during the early development stage.

**PROPOSAL TYPE**

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| --- |
| **This proposal is for a** *(select one):* |
| Creation of a new second-level specialization (e.g., minors of undergraduate programs and second-level specializations of graduate programs)  The addition of an Honors stream to an existing undergraduate program  Creation of a combined degree program where both contributing degrees have been approved by the Ministry of Advanced Education  Substantive program changes that do not require Ministry approval |

|  |  |  |
| --- | --- | --- |
| **1: Basics** | | |
| **Program/Specialization/Combined Degree Name** |  | |
| **Faculty/Department** |  | |
| **Contact information** | Name and Title |  |
| Phone |  |
| Email |  |
| **Proposed effective date** |  | |
|
| **Attachments** | | |
| * Letter of Support from the Dean of the Faculty * Proposed Calendar changes | | |

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| --- | --- |
| **2: Rationale, Implications, and Impacts** | |
| **Rationale for the Proposal**  Identify the purpose of the proposal with supporting rationale and evidence of demand. |  |
| **Length of the Program**  Identify the length of the program in years and credit units per year. |  |
| **Provide the anticipated enrolments by head count for the next 5 years** | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Enrolment** | **20XX** | **20XX** | **20XX** | **20XX** | **20XX** | | **Total Headcount** | 0 | 0 | 0 | 0 | 0 | | * Year 1 | 0 | 0 | 0 | 0 | 0 | | * Year 2 | 0 | 0 | 0 | 0 | 0 | | * Year 3 | 0 | 0 | 0 | 0 | 0 | | * Year 4 | 0 | 0 | 0 | 0 | 0 | | |
| **Work-Integrated Learning**  Describe how learners in this program will have access to Work-Integrated Learning *(see* [*CEWIL definitions*](https://cewilcanada.ca/WIL)). |  |
| **Consultation**  Describe the consultation process that occurred with students and other relevant stakeholders, and the feedback received. |  |
| **Indigenous Perspectives**  Describe the outcomes of the consultation with the Vice Provost (Indigenous Programming and Research) regarding how the program will integrate/include indigenous perspectives and content, and any action items that may result. |  |
| **Equity, Diversity and Inclusion Perspectives**  Describe the outcomes of the consultation with the Vice-Provost (Equity, Diversity and Inclusion) regarding how the program will integrate/include EDI perspectives and content, and any action items that may result. |  |
| **Resource Implications**  Identify financial impacts and internal resource requirements, particularly staff and classroom and lab space. Also identify any external resource requirements such as practicum or internship placements, etc. |  |
| **Approval Process**  Indicate the internal governance path, including meeting dates |  |