**Major Change Development Report**

**Credential Name:**

**Prepared by:**

[Note:

* All of the possible review steps are listed below. Delete unrequired steps.
* The process is outlined in [*Procedure 5401-PR2: Program Development & Change Process*](https://www.bcit.ca/files/pdf/policies/5401_pr2.pdf)*.*
* Before writing the proposal, ensure that there is approval to begin (i.e., the project is in the operational plan and budget) and form a working group.
* Unless otherwise stated, submit the Development Report for each subsequent approval step.]

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| **Proposal Reviews** | **Dates** |
| School Quality Committee  *(The development report is needed for a re-submission.)* |  |
| Internal Review Panel  *(For degrees. This step is at the discretion of the VP Academic Office (VPAO). The VPAO arranges this and submits the Development Report.)* |  |
| External Review Panel  *(For degrees. This step is at the discretion of the VPAO. The Development Report is not submitted.)* |  |
| Dean |  |
| VPA Office |  |
| Operation/Service Group Meeting  *(The VPAO arranges this. The Development Report is not submitted.)* |  |
| EdCo Programming Committee  *(The VPAO submits the updated Dev. Report to the Committee.)* |  |
| Education Council  *(EdCo Prog. does not submit the updated Dev. Report to EdCo.)* |  |
| Degree Quality Assessment Board  *The following step is only for degrees. The VPAO arranges it.  The Dev. Report is not submitted.* |  |

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| **SQC Meeting: Issues** | **Resolutions** |
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| **Internal Review Panel: Issues** | **Resolutions** |
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| **External Review Panel: Issues** | **Resolutions** |
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| **Dean: Issues** | **Resolutions** |
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| **VPA Office: Issues** | **Resolutions** |
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| **Ops/Service Group Meeting: Issues** | **Resolutions** |
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| **EdCo Programming: Issues** | **Resolutions** |
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| **EdCo: Issues** | **Resolutions** |
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| **DQAB: Issues** | **Resolutions** |
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