

Proposal

Statement of [Completion/Attendance]

[Name of New Statement]

School of [Name]

Office of the Vice President, Academic

[Day Month Year]

|  |
| --- |
| [Template dated: September 2019]  [BEFORE YOU BEGIN:  This template should be used to propose a new Statement of Completion/Attendance that will have its own web presence on the BCIT website.  The text in the square brackets indicates guidelines for completing this document. Delete and/or replace this text as you work through the document. Keep the text that is not in the square brackets.  Make sure you update the date on the cover with each revision so everyone involved knows they are working on the most recent version.  Once approved by the school dean, the proposal is submitted to Academic Planning and Quality Assurance (APQA) within the Office of the Vice President Academic.] |

# Name and Type of Statement

[State the name and type of Statement. Standard statement types are “Statement of Attendance” (no evaluation component) and “Statement of Completion” (includes evaluation component). If another type of Statement is being proposed to align with external needs, include rationale below.]

# School Offering the Statement

[Identify the School that will be offering the Statement.]

# Rationale for New Statement

[Include rationale for the new Statement. Also, include rationale for why a Statement is being proposed rather than a recognized BCIT credential.

If an alternate type of Statement is being proposed (beyond Statement of Completion/Attendance), describe the external issues driving this need.]

# Potential Students

[Identify the target student market.]

# Relationship to Any Existing BCIT Programs/Statements

[Identify any existing BCIT programs (or other Statements) that are related to the proposed Statement, and describe any impact on those programs/Statements.]

# Courses

[List the courses to be included in the Statement, identifying whether they are existing or new courses.]

# Implementation Plan

[Describe the implementation plan for the proposed Statement.]

# School Working Group

| Member | Role |
| --- | --- |
|  | Associate Dean |
|  | Program Champion |
|  |  |