**Notice of Intent/Proposal Development Report**

**New Credential Name:**

**Prepared by:**

[Note: All of the possible review steps are listed below. Delete the steps not required for the specific credential type, as outlined in [*Procedure 5401-PR2: Program Development & Change Process*](https://www.bcit.ca/files/pdf/policies/5401_pr2.pdf)*.*

Unless otherwise stated, submit the Development Report for each subsequent approval step.]

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| **Reviews** | **Dates** |
| **Notice of Intent:** |  |
| School Quality Committee (SQC)  *(The development report is needed for a re-submission.)* |  |
| Dean |  |
| Deans’ Council  *(The Dean arranges this and may ask for an updated Dev. Report.)* |  |
| VP Academic Office (VPAO)  *(Also submit the business overview.)* |  |
| 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.)* |  |
| BCIT Board of Governors  *(This step is only for degrees.)*  *EdCo Prog. does not submit the updated Dev. Report to the BoG.)* |  |
| Stakeholders’ Meeting  *(Do NOT submit the Development Report.*  *The VPAO arranges this after the program map is sent.)* |  |
| **Proposal:** |  |
| School Quality Committee (SQC) |  |
| Internal Review Panel  *(Only required for degrees and graduate certificates.*  *The VPAO arranges this and submits the Development Report.)* |  |
| External Review Panel  *(This step is only for degrees. The VPAO arranges this.*  *The Development Report is not submitted.)* |  |
| Dean |  |
| VP Academic Office  *(Also submit the business plan.)* |  |
| 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.)* |  |
| BCIT Board of Governors  *(The VPAO arranges this. The updated Dev. Report is not submitted.)* |  |
| PSIPS Web Posting  *(The VPAO determines which proposals require posting and coordinates the posting.)* |  |
| *The following steps are only for degrees. The VPAO arranges them. The Dev. Report is not submitted.* | |
| Degree Quality Assessment Board |  |
| Submission to the Ministry |  |

**Notice of Intent:**

| **SQC Meeting: Issues** | **Resolutions** |
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| **Dean: Issues** | **Resolutions** |
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| **Deans’ Council: Issues** | **Resolutions** |
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| **VP Academic Office: Issues** | **Resolutions** |
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| **EdCo Programming: Issues** | **Resolutions** |
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| **EdCo: Issues** | **Resolutions** |
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| **Board of Governors: Issues** | **Resolutions** |
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| **Stakeholders’ Meeting: Issues** | **Resolutions** |
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**Proposal:**

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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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| **VP Academic 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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| **Board of Governors: Issues** | **Resolutions** |
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| **PSIPS Web Posting: Issues** | **Resolutions** |
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| **DQAB: Issues** | **Resolutions** |
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