**Expedited ACert Proposal Development Report**

**New Associate Certificate Name:**

**Prepared by:**

*[Note: This streamlined process is available for new associate certificates that are based primarily on existing courses*, w*ith a maximum of 25% of the credits made up of new courses. All of the possible review steps are listed below, according to* [*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** |
| **Program Brief :** |  |
| VP Academic Office (VPAO) |  |
| Stakeholders’ Meeting*(Do NOT submit the Development Report.* *The VPAO arranges this after the program map is sent.)* |  |
| **Proposal:** |  |
| School Quality Committee (SQC) |  |
| 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.)* |  |

**Program Brief:**

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| **VP Academic Office: 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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| **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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