

Learning, Curriculum and Students (LCS) Guideline on Curriculum Process

Proposals must be submitted by the indicated deadline date, incomplete proposals, may not be processed in time for the next academic session.

What	Who	When	How
Notification of Intent (NOI) - New Programs	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	October 1st	1. Complete Template http://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/ 2. Submit Notice of Intent to propose New program to Frances.Valerio@lassonde.yorku.ca
Notification of Intent (NOI) - Major Modification for an Existing Program	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	October 1st	1. Complete Template http://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/ 2. Submit Notice of Intent - Major Modification to Frances.Valerio@lassonde.yorku.ca
Notification of Intent (NOI) for Closure of Programs	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	October 1st	1. Complete Template http://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/ 2. Submit Notice of Intent to Close Program Frances.Valerio@lassonde.yorku.ca
New Program Proposal	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	November 1st	Submit via email to Frances.Valerio@lassonde.yorku.ca, include: 1. New Program Proposal form 2. Curriculum Map 3. Accreditation Unit Table (Engineering Programs only) 4. Evidence of consultation and approval
Changes to an Existing Program/Certificate (Major & Minor Modifications)	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	November 1st	Submit via email to Frances.Valerio@lassonde.yorku.ca, include: 1. Curriculum Checklist 2. Changes to Degree Program form 3. Updated Curriculum Map (highlight changes) 4. Accreditation Unit Table (Engineering Programs only) 5. Evidence of consultation and approval
New Course Proposals	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	November 1st	1. Submit request via Curriculum Management Tool (CMS) - http://cms.info.yorku.ca/ , this will include attaching: 2. Library Statement - Contact jdupuis@yorku.ca for a Library Statement and attach in the CMS. 3. Updated Curriculum Map (highlighted) 4. Accreditation Unit Table (Engineering Programs only) 5. Evidence of consultation and approval 6. Changes to Degree Program - (if applicable) 7. Curriculum Checklist - Send email to Frances.Valerio@lassonde.yorku.ca and)
Changes to an Existing Course	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	November 1st	1. Submit request via Curriculum Management Tool (CMS) http://cms.info.yorku.ca/ , this will include attaching: 2. Updated Curriculum Map (highlighted) 3. Accreditation Unit Table (Engineering Programs only) 4. Evidence of consultation and approval 5. Changes to Degree Program - (if applicable) 6. Curriculum Checklist - Send email to Frances.Valerio@lassonde.yorku.ca

The Learning, Curriculum & Students (LCS) Committee asks that there is consultation with the Chair on curriculum submissions prior to submitting. Proposal

Notes:

1. Curriculum proposals regarding New/Changes to Degree Programs are forwarded to Senate;
2. Curriculum changes which require Senate-level approval may only be updated to the Undergraduate Calendar following approval at Senate;
3. Accreditation Unit Tables must be attached for Engineering Programs only.