# 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.

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<th>What</th>
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| 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/](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/](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/](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/](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/](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.

May 2022