

## 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.**  
Early submissions are welcome and appreciated.

What	Who	When	How
<a href="#"><u>Notification of Intent (NOI) - New Programs</u></a>	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	<b>October 1st</b>	<ol style="list-style-type: none"> <li>1. Complete Template <a href="https://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/">https://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/</a></li> <li>2. Submit Notice of Intent to propose New program to Frances.Valerio@lassonde.yorku.ca</li> </ol>
<a href="#"><u>Notification of Intent (NOI) - Major Modification for an Existing Program</u></a>	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	<b>October 1st</b>	<ol style="list-style-type: none"> <li>1. Complete Template <a href="https://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/">https://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/</a></li> <li>2. Submit Notice of Intent - Major Modification to <a href="mailto:Frances.Valerio@lassonde.yorku.ca">Frances.Valerio@lassonde.yorku.ca</a></li> </ol>
<a href="#"><u>Notification of Intent (NOI) for Closure of Programs</u></a>	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	<b>October 1st</b>	<ol style="list-style-type: none"> <li>1. Complete Template <a href="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</a></li> <li>2. Submit Notice of Intent to Close Program <a href="mailto:Frances.Valerio@lassonde.yorku.ca">Frances.Valerio@lassonde.yorku.ca</a></li> </ol>
<a href="#"><u>New Program Proposal</u></a>	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	<b>November 1st</b>	<p>Submit via email to <a href="mailto:Frances.Valerio@lassonde.yorku.ca">Frances.Valerio@lassonde.yorku.ca</a>, include:</p> <ol style="list-style-type: none"> <li>1. New Program Checklist</li> <li>2. New Program Proposal form</li> <li>3. Curriculum Map</li> <li>4. Accreditation Unit Table (Engineering Programs only)</li> <li>5. Evidence of consultation and approval</li> </ol>
<a href="#"><u>Changes to an Existing Program/Certificate (Major &amp; Minor Modifications)</u></a>	Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair	<b>November 1st</b>	<p>Submit via email to <a href="mailto:Frances.Valerio@lassonde.yorku.ca">Frances.Valerio@lassonde.yorku.ca</a>, include:</p> <ol style="list-style-type: none"> <li>1. Curriculum Checklist</li> <li>2. Changes to Degree Program form</li> <li>3. Updated Curriculum Map (highlight changes)</li> <li>4. Accreditation Unit Table (Engineering Programs only)</li> <li>5. Evidence of consultation and approval</li> </ol>

<p><a href="#">New Course Proposals</a></p>	<p>Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair</p>	<p><b>November 1st</b></p>	<p>1. Submit request via Curriculum Management Tool (CMS) - <a href="http://cms.info.yorku.ca/">http://cms.info.yorku.ca/</a> , include the following:  2. Library Statement - Contact <a href="mailto:jdupuis@yorku.ca">jdupuis@yorku.ca</a> 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 <a href="mailto:Frances.Valerio@lassonde.yorku.ca">Frances.Valerio@lassonde.yorku.ca</a>)</p>
<p><a href="#">Changes to an Existing Course</a></p>	<p>Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair</p>	<p><b>November 1st</b></p>	<p>1. Submit request via Curriculum Management Tool (CMS) <a href="http://cms.info.yorku.ca/">http://cms.info.yorku.ca/</a>, include the following:  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 <a href="mailto:Frances.Valerio@lassonde.yorku.ca">Frances.Valerio@lassonde.yorku.ca</a></p>
<p><a href="#">Retire/Expire an Existing Course</a></p>	<p>Proponent/ Program Curriculum Committee Chair/ Undergraduate Program Director/ Chair</p>	<p><b>November 1st</b></p>	<p>1. Submit Course Change <a href="#">paper form</a>  2. Evidence of consultation and approval (if applicable)  3. Changes to Degree Program - (if applicable)  4. Curriculum Checklist - Send email to <a href="mailto:Frances.Valerio@lassonde.yorku.ca">Frances.Valerio@lassonde.yorku.ca</a></p>

**The Learning, Curriculum & Students (LCS) Committee asks that there is consultation with the Chair on curriculum submissions prior to submitting. Proposal packages must have program level and department-level approval prior to submission for faculty-level consideration.**

**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.