# 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.

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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 [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/)  
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 [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/)  
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 Checklist  
2. New Program Proposal form  
3. Curriculum Map  
4. Accreditation Unit Table (Engineering Programs only)  
5. 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** | **November 1st** | 1. Submit request via Curriculum Management Tool (CMS) - [http://cms.info.yorku.ca/](http://cms.info.yorku.ca/), include the following:  
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 |
| **Changes to an Existing Course** | **November 1st** | 1. Submit request via Curriculum Management Tool (CMS) [http://cms.info.yorku.ca/](http://cms.info.yorku.ca/), 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 Frances.Valerio@lassonde.yorku.ca |
| **Retire/Expire an Existing Course** | **November 1st** | 1. Submit Course Change [paper form](#)  
2. Evidence of consultation and approval (if applicable)  
3. Changes to Degree Program - (if applicable)  
4. 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 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.