Submission of a Notice of Intention to develop a curriculum proposal of any kind, with the exception of course changes and minor modifications, must be submitted before the development of a fuller formed proposal. Please refer to the YUQAP site for information on new program proposals, major modifications, and closure: <http://yuqap.info.yorku.ca/>.

Note: for the closure of programs, please use the Closure Notice of Intent posted on the YUQAP site: <https://yuqap.info.yorku.ca/program-closure/>.

This form is to be completed and sent electronically to [YUQAP@yorku.ca](mailto:YUQAP@yorku.ca) prior to the development of a full proposal. Authorization to begin development will be given by the Vice-Provost Academic within six weeks of submission of this form.

The office of the Vice-Provost Academic is available to advise and support on the completion of this notice of intention.

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**Faculty Name:**

**Department Name:**

**Program Name (include location):**

1. **Proposal type.** State what change is being proposed. E.g., new degree type; degree program (major); graduate diploma or undergraduate certificate; modification of an existing program or other curriculum modifications (e.g., general education requirements, faculty level requirements).
2. **Intended start date.** E.g., Fall 2022; Summer 2023
3. **Short description of the proposed program.** The short description should include information on how the program learning outcomes and the assessment of those outcomes will be developed. For major modifications, indicate the nature of any anticipated changes to the program learning outcomes (maximum 250 words).
4. **Describe plans to determine and evidence why this program is needed**. (e.g., societal, labor market need.)
5. **Describe plans to determine and evidence that there is/will be significant student demand for the program**.
6. **Provide a short statement about the proposed program’s alignment with the UAP, SMA, and other university plans, including justification of duplication of existing programs at York and in Ontario.** Please make note of any legal requirements for graduates in a program to be certified, registered, licensed or of program accreditation needs. (maximum 250 words).
7. **Summarize any new or reallocation of resources (academic, financial, physical and/or administrative) required in implementing the proposal.** Note: The Dean/Principal will need to provide confirmation of support for the allocation of resources.
8. **Provide details regarding consultations with other programs and/or Faculties at York University or outside of York University.** The purpose of the consultation is to ensure awareness of potential duplication or overlap and to encourage collaboration. Please describe the consultation process to date, including names and roles of those consulted, and a summary of the feedback provided (maximum 250 words).

**Name and title of proposal proponent:**

**Email:**

**Signature:**

**Date:**

**Statement of support from Dean(s)/Principal:**

Include a brief statement of support from the Dean(s)/Principal, including comments on the identified need and demand for the program, alignment with Faculty strategic plans, and any new/reallocation of required resources.

**Signature of Dean/Principal of the Faculty (or Faculties if relevant):**

**Date:**