York University

Notice of Intention to Develop a Curriculum Proposal

Template

A 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 prior to the development of a fully 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 program closures, 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 for beginning curriculum 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 the completion of this Notice of Intention.

Please contact us for more information: <https://www.yorku.ca/unit/vpacad/>.

Notice of Intention

**Submission Date**:

**Faculty**:

**Department**:

**Program**:

**Proposal Type**:

*(Examples include proposing a new degree type; degree program (major); graduate diploma or undergraduate certificate; modification of an existing program; or other curriculum modifications such as general education requirements or faculty level requirements.)*

**Location**:

*(current campus and, if applicable, proposed)*

**Intended Start Date**:

1. Provide a brief summary of what is being proposed. For new programs, the short description should include information on how the Program Learning Outcomes[[1]](#footnote-1) 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).
2. Describe plans to determine and provide evidence as to why the program, or changes to the program, is needed. (For example, evidence related to societal, and/or labor market need(s).)
3. Describe plans to determine and provide evidence for there being/will be significant student demand for the program.
4. Provide a short statement about the alignment of the proposed program with Faculty and/or University academic plans.[[2]](#footnote-2) Also include a description and justification for any duplication of existing programs at York and in Ontario. Further, make note of any legal requirements for program graduates to be certified, registered, licensed, or any additional program accreditation needs. (maximum 250 words).
5. Summarize any new, or reallocation of, resources required in implementing the proposal; These include academic, financial, physical and/or administrative resources.

Note: The Dean/Principal will need to provide confirmation of support for the allocation of resources.

1. 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).

### Signature:

**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**:

1. Ideally, a program would have 8-12 [Program Learning Outcomes (PLOs)](https://www.yorku.ca/unit/vpacad/curriculum-development/learning-outcomes/) that clearly reflect how the program meets Ontario’s [Degree Level Expectations](https://oucqa.ca/framework/appendix-1/). Support for visioning, defining, and mapping your PLOs can be found in the [Office of the Vice Provost Academic](https://www.yorku.ca/unit/vpacad/curriculum-development/contact/). [↑](#footnote-ref-1)
2. This can include the [2020-2025 University Academic Plan](https://www.yorku.ca/uap2020-25/), the [2018-2023 Strategic Research Plan](https://www.yorku.ca/research/strategic-research-plan-2018-2023/), the [UN Sustainable Development Goals](https://www.yorku.ca/uap2020-25/answering-the-call/) (SDGs), [A Framework and Action Plan on Black Inclusion](https://www.yorku.ca/abr/), the [Indigenous Framework for York University](https://indigenous.yorku.ca/framework/), and others, along with Faculty plans and frameworks. [↑](#footnote-ref-2)