NOTICE OF INTENT
TO PROPOSE A NEW PROGRAM

Complete and submit this template when seeking approval *in principle* to move forward with the development of a new program proposal for: new graduate degrees, diplomas (type 1, 2, or 3), collaborative specializations; and new undergraduate degrees, majors, minors, areas of concentration, degree-credit certificates, and degree-credit diplomas.

In accordance with the [University of Guelph’s Institutional Quality Assurance Process (IQAP)](https://www.uoguelph.ca/vpacademic/iqap/docs/UofG-IQAP-V2.2.pdf), all proposed new programs must receive a recommendation to move through the governance process from the Office of the Provost. Submit the completed Notice of Intent to either the Director, Academic Programs and Policy (undergraduate proposals) through the Office of Quality Assurance ([crc@uoguelph.ca](file:///C%3A%5CUsers%5Ctimperio%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C3RD6GVHH%5Ccrc%40uoguelph.ca)) or the Assistant Vice-President (Graduate Studies) through the Office of Graduate and Postdoctoral Studies (gradcurr@uoguelph.ca) who, on behalf of the Provost, undertake initial review to ensure new programming is consistent with the strategic plans and directions for growth of the university. Academic units are encouraged to contact the Curriculum Manager in the Office of Quality Assurance or the Manager, Graduate Curriculum in the Office of Graduate and Postdoctoral Studies at the outset of proposal development.

Once the sponsoring department/school receives approval in principle, the completed full program proposal must be submitted to the Office of Quality Assurance (undergraduate) or Office of Graduate and Postdoctoral Studies (graduate) within 12 months or the approval will lapse and require resubmission.

|  |  |
| --- | --- |
| **Name of Proposed Program(s) and Degree Designation(s):** |  |
| **Sponsoring Department(s)/School(s) and College(s):** |  |
| **Proposed Start Date:** |  |
| **Proposal Lead(s):** |  |

## Executive Summary and Brief Program Description

*Provide a brief program description and rationale (maximum 1 page) for developing this program. Identify its relationship to the plans of the Department/School and College, the University’s* [*Strategic Framework*](http://strategicrenewal.uoguelph.ca/)*, and existing programs. Include expected program duration and structure, and highlight any potential distinctive curriculum aspects, program innovations, and/or creative components. If known, include proposed experiential learning activities and ways that issues of equity, diversity, inclusion, and accessibility may be addressed in the proposed program.*

1. **Need and Anticipated Demand**

*Outline why this program is needed (e.g. societal, industry need) and its anticipated demand by students.*

1. **Anticipated Delivery and Enrolment**

*Identify anticipated program delivery, anticipated initial enrolment, ideal steady state (full capacity), and a proposed timeline for achieving steady state. Note that at this early stage of development,* *enrolment tables are draft projections and may change as the program idea undergoes market analysis, further development, and external review (where applicable).*

|  |  |
| --- | --- |
| Program Delivery (select all that apply): | Program Funding (select one): |
| [ ]  In class | [ ]  Online | [ ]  Part-time only | [ ] Tuition and Ministry grant | [ ] Tuition only (full cost recovery) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Domestic Intake** | **International Intake** | **Total Students (intake and in-progress)** |
| Size of inaugural intake |  |  |  |
| Ideal steady state (full capacity) |  |  |  |
| Estimated number of years to achieve ideal steady state: |

1. **Resources**

*Briefly describe any anticipated resource needs (human, physical, financial, or otherwise) that will be required to launch and/or sustain the program long-term.*

SIGNATURES

Signatures confirm receipt, review, and approval *in principle* to develop a full program proposal.

For expediency, it is recommended that Proposal Leads secure the signatures of the Department Chair/School Director and College Associate Dean prior to submission to the Office of Quality Assurance or Office of Graduate and Postdoctoral Studies. Those offices will secure the additional signatures required through circulation of the pre-approval form and discussion with Institutional Research and Planning, the Library, the Office of Teaching and Learning, and OpenEd.

*Department Chair(s)/School Director(s) Date*

*College Associate Dean, Academic OR Date*

*Associate Dean, Research and Graduate Studies*

*Associate Vice-President, Institutional Research and Planning Date*

*Associate Vice-President (Academic) OR Date
Assistant Vice-President (Graduate Studies)*