

Appendix A:



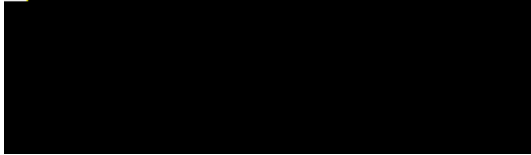
Normal Procedures for Proposing New and Modified Undergraduate and Graduate Programs (including non-stand-alone Certificates and Minors)

Revised from a version approved by FGSR Faculty Council

**See additional notes at end associated with individual steps*



4.2. Formal “Notice of Intent” (NOI) *
A Notice of Intent (**refer to the Appendix D template** and hereafter referred to as NOI) is submitted in writing to the Dean and Associate Dean (Curriculum) of the relevant Faculty [Arts, Commerce or Science - hereafter referred to as the “Home Faculty”], and the Dean of FGSR (if a graduate program)







4.10. Vetting of Undergraduate Proposals

The proponents will have the opportunity to respond to comments from the relevant Executive and Faculty Councils.

4.14. Following Senate Approval

The Proposal is sent by the Office of the

4.15. Following Senate Approval

The new proposed program in CourseLeaf is submitted through the workflow process.

***Additional notes associated with individual steps in the process:**

Step 4.1.1: Please note that in the interim, between August 2023 and when the University's framework is approved and implemented in 2027, universities are still required to submit a formal MPHEC program proposal to modify an existing approved in-person program to online delivery or a new online program.

Steps 4.1.2 and 4.2: