Briefing Note – New Program

Step One: Approval in Principle – Pre-Submission Stage

Date:

Submitted by:

Program Title:

School Chair

Rationale for the development of this new program:

How does this proposal fit with the College Strategic Plan?

Describe the overall purpose of this program.

Target Student Population – What kind of students are most likely to be attracted to this program?

Labour Market information – What makes you believe there is demand for this program?

Transition Plan (complete only if the proposed program is replacing a current program being discontinued).

Which program is the proposed program replacing?

Do you want students currently in the discontinued program to be able to graduate from the proposed program providing they have met all the new program requirements?

If yes, are course substitutions and exemptions allowed?
If yes, specify which one(s):

Are there technology requirements?
If yes, indicate what they are:

Who have you consulted with on the development of this new program?

What is the desired implementation date for the new program?

Approval in Principle signatures:

School Chair

_____

School Dean

_____

Vice President, Education and Students

_____

Education Council Chair

_____

Step Two – enter new program details into the Curriculum Strategy (CS) workflow.

Final approval signatures:

School Chair

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School Dean

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Vice President, Education and Students

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Education Council Chair

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