New Program Proposal Form

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| **Program Name:**       |
| **Effective Semester:**  | **School:**       |
| **Fall** [ ]  | **Year** 20     | **School Chair:**  |
| **Winter** [ ]  | **Year** 20     | **Contact Person:**       |
| **Spring** [ ]  | **Year** 20     | **Date:**  |
| **Rationale for Proposal:** |
| How does this proposal fit with the College Strategic Plan?       |
| Describe in a short and succinct paragraph 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 of the new program requirements? **Yes** [ ]  **No** [ ]  |
| If **yes**, are course substitutions and exemptions allowed? **Yes** [ ]  **No** [ ]  |
| If **yes**, specify which ones:       |
| **Financial Requirements:** |
| What resources will be needed to develop and implement this program?       |
| **Approval in Principle:** |
|  |  |       |
| ***School Chair*** |  | ***Date*** |
|  |  |       |
| ***Dean*** |  | ***Date*** |
|  |  |       |
| ***VP Education*** |  | ***Date*** |
|  |  |       |
| ***EdCo Chair***  |  | ***Date*** |
| **Approval IN PRINCIPLE COPIED AND FORWARDED TO:** |
|  |
| Curriculum Committee [ ]  Admission and Standards Committee [ ]  Registrar’s Office [ ]  |

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| **Program Details:** |
| **☞ Attach new program policy.** |
| **Space Requirements:** |
| Utilizes existing course? Yes [ ]  No [ ]  |
| New course development required? Yes [ ]  No [ ]  |
| **Approvals:** |
|  |  |       |
| ***School Chair*** |  | ***Date*** |
|  |  |       |
| ***Dean*** |  | ***Date*** |
|  |  |       |
| ***VP Education*** |  | ***Date*** |
|  |  |       |
| ***Admissions & Standards*** |  | ***Date*** |
|  |  |       |
| ***EdCo Chair*** |  | ***Date*** |
| **Approval COPIED AND FORWARDED TO:** |
|  |
| Counselling Department [ ]  E & S [ ]  Registrar’s Office [ ]  Library [ ]  |
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