**New Academic Program Approval Template**

**Submission Date:**

*All new programs must follow the governance and approval process outlined in New Academic Program Approval Policy. Following agreement in principle, full program plans with course syllabi are required. Note that for new programs requiring CAQC approval, this template serves as a mechanism for obtaining agreement in principle to proceed with the full CAQC proposal, Parts A and B.*

**Basic Information**

|  |  |
| --- | --- |
| **Program Name** |  |
| **Credential Awarded**  **\*Select from the list provided** |  |
| **Faculty** |  |
| **Department** |  |
| **Contact Email** |  |
| **Implementation Date** |  |

**Section 1: Program Overview**

**Brief Description of the Program Initiative and Design:**

*Provide a brief description of the program, summarizing its intended purpose, brief curriculum design, and methods of delivery and highlighting distinctive attributes in 1-2 paragraphs.*

**Calendar Program Description:**

*Provide your proposed calendar description of the program. Note this may be changed without affecting content for consistency with calendar protocols.*

**Rationale for the Proposal:**

*How does the proposal align with Concordia’s Vision, Mission and Values, the Academic Plan and the Comprehensive Institutional Plan? How does the proposal align with the department and faculty goals and objectives? Provide a rationale for the need, timing, and opportunities afforded by the proposed program.*

**Enrolment Plan:**

*In addition to the values in the table below, provide any assumptions regarding part-time enrolment, attrition, and inter-program transfer expectations and inter-institutional transfer possibilities.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposed Enrolment** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Annual Ongoing** |
| **Total head count** | 0 | 0 | 0 | 0 | 0 |
| * Full-Time Year 1 | 0 | 0 | 0 | 0 | 0 |
| * Full-Time Year 2 | 0 | 0 | 0 | 0 | 0 |
| * Full-Time Year 3 | 0 | 0 | 0 | 0 | 0 |
| * Full-Time Year 4 | 0 | 0 | 0 | 0 | 0 |
| **Total FLE** | 0 | 0 | 0 | 0 | 0 |
| * FLE Year 1 | 0 | 0 | 0 | 0 | 0 |
| * FLE Year 2 | 0 | 0 | 0 | 0 | 0 |
| * FLE Year 3 | 0 | 0 | 0 | 0 | 0 |
| * FLE Year 4 | 0 | 0 | 0 | 0 | 0 |
| **Anticipated No. of Graduates** | 0 | 0 | 0 | 0 | 0 |

**Section 2: Program Demand**

**Student Demand Analysis:**

*Provide a list of the audiences and target markets for the program with appropriate rationale or evidence. Include any data relevant for the discipline such as survey results, enrolment trends, student inquiries or demographic projections.*

**Labour Market Analysis:**

*Include data supporting employment and further education options for graduate such as industrial demand projections, tabulations of job postings, survey of employment rates or demographic projections.*

**Support for the Program:**

*Provide evidence of consultation and support from relevant organizations, institutions, professional bodies, advisory committees or employers. Include evidence of support for the proposal within Concordia and external to the department.*

**Clinical or Work Experiences:**

*If clinical or work experience is part of the program delivery, provide evidence of the availability of placements. Describe the student role in securing placements. Explain monitoring of learning in the off-site settings. Identify liability aspects of the program.*

**Section 3: Institutional Context**

**Admission Requirements:**

*Provide any program-specific admission requirements beyond that of the institution and faculty.*

**Curriculum Requirements:**

|  |  |
| --- | --- |
| **Total credits in program:** |  |
| **Number of required credits:** |  |
| **Minimum credits required at Concordia:** |  |
| **Minimum GPA required to remain in satisfactory status:** |  |
| **Minimum GPA required to graduate from the program:** |  |
| **Time Limit for completion of program:** |  |

*Include a list of proposed required and elective courses.*

*Note: Following approval in principle, a list of the required and elective courses with credits is necessary.**Any new course proposals and all course syllabi must be submitted using the Concordia course syllabus format. A program plan is also required at that point with a typical sample program. Please see NAME OF NEW FORM here.*

**Financial Viability:**

*Identify annual and one-time expenditures and annual revenue for the program in the budget tables below. If program implementation will take place over more than one year, provide estimates for each year until full implementation. Provide explanatory notes for all budget assumptions, such as inflation and per student tuition.*

*For proposals without significant impacts on institutional costs, revenues or enrolment, a detailed budget presentation may not be required. Such proposals will satisfy all of the following tests:*

1. *The proposal is simply for a new specialization in an existing program.*
2. *Overall enrolment capacity in the program is maintained.*
3. *No start-up or incremental operations costs are incurred.*

*In this case, describe any anticipated additional revenue, incidental costs and the potential for impact of the proposed program on existing programs.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Annual Ongoing** |
| **Revenue** |  |  |  |  |  |  |
| Tuition and Related Fees | $0 | $0 | $0 | $0 | $0 | $0 |
| Re-allocation from Existing Programs | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Internal Sources | $0 | $0 | $0 | $0 | $0 | $0 |
| External (Third Party) Sources | $0 | $0 | $0 | $0 | $0 | $0 |
| GOA (Identify source) | $0 | $0 | $0 | $0 | $0 | $0 |
| Other (specify) | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Revenue** | $0 | $0 | $0 | $0 | $0 | $0 |
| **Operational Costs** |  |  |  |  |  |  |
| Salaries, Wages and Benefits | $0 | $0 | $0 | $0 | $0 | $0 |
| Materials and Contracted Services | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Direct Costs | $0 | $0 | $0 | $0 | $0 | $0 |
| Indirect Costs | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Operational Costs** | $0 | $0 | $0 | $0 | $0 | $0 |
|  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **One-time expenditures** | **Amount** | **Revenue Source** | **Details** |
| Facilities | $ |  |  |
| Equipment and IT | $ |  |  |
| Curriculum Development | $ |  |  |
| Marketing and Promotion | $ |  |  |
| Faculty Recruitment and Establishment | $ |  |  |
| Library Enhancements | $ |  |  |
| Other | $ |  |  |

**Approvals:**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GFC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_