**Appendix D (refer to Appendix C for pertinent details): Notice of Intention (NOI)**

**i) List of questions for the Notice of Intent for new undergraduate/graduate program proposals**

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| 1. **Proposal Lead(s):** |  |
| 1. **Program Name:** |  |
| 1. **Program Rationale and Evidence of Demand:** |  |
| 1. **Perceived Need (Regional/National):** |  |
| 1. **Program Uniqueness:** |  |
| 1. **Academic Plan and Strategic Priorities:** |  |
| 1. **Relationship and Interdisciplinary Engagement:** |  |
| 1. **Resource Implications:** | **Please note: if the proponents of a new program think that additional resources are needed, a business plan at this stage is required in consultation with the EMG (refer to Appendix E Table 5.3 Budget).** |
| 1. **Enrolment Projections:** |  |
| 1. **Faculty Resources:** |  |

***It may be useful for proponents to also see the MPHEC’s “Guidelines for the Preparation of Proposals for New Programmes”, available at:*** [***http://www.mphec.ca/resources/Academic\_Program\_Assessment\_Prior\_to\_Implementation.pdf***](http://www.mphec.ca/resources/Academic_Program_Assessment_Prior_to_Implementation.pdf)

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| --- | --- |
| **Vetting Checklist:** | **Date Passed:** |
| Department Consultation  **(with copy to the department chair(s), coordinator(s), director(s))** |  |
| Faculty Curriculum Council |  |
| Faculty Executive |  |
| Faculty Council |  |
| APC |  |
| Senate |  |
| MPHEC |  |

**ii) If the proposal will be joint or in collaboration with another University or Universities, also answer the following questions.**

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| --- | --- |
| 1. **Joint Administration:** |  |
| 1. **Student Distribution:** |  |
| 1. **Teaching Distribution:** |  |
| 1. **Budgetary Distribution:** |  |

***It may be useful for proponents to also see the MPHEC’s “Guidelines for the Preparation of Proposals for New Programmes”, available at:*** [***http://www.mphec.ca/resources/Academic\_Program\_Assessment\_Prior\_to\_Implementation.pdf***](http://www.mphec.ca/resources/Academic_Program_Assessment_Prior_to_Implementation.pdf)

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