**Statement of Intent for New Undergraduate and Graduate Programs**

The first step of the approval process in the development of new undergraduate or graduate programs at McMaster is for the academic unit proposing the new program to submit a Statement of Intent.

Academic units should refer to the Policy on Academic Reviews:

<https://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/AcademicProgramReview.pdf>

For the purposes of quality assurance, a program will be considered new when it has not previously been offered at McMaster University. In contrast to the normal evolution of academic programs, a new program will generally involve new courses, new learning outcomes and new or re-allocated resources, and will be meant to provide students with an academic path that previously will not have been available to them.

**General Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of (Proposed) Program: | |  | | |
| Department(s): | |  | | |
| Faculty: | |  | | |
| Proposed Start Date: | |  | | |
| **Contact Information (1)** | | | **Contact Information (2)** | |
| Name: |  | | Name: |  |
| Title: |  | | Title: |  |
| Department: |  | | Department: |  |
| E-mail: |  | | E-mail: |  |

**Information about Proposed Program**

**1. Description of Proposed Program**

a) Please select:

Undergraduate Graduate

Please indicate the type of program:

Certificate  Diploma

Bachelor’s  Bachelor’s (Honours)  Master’s  Ph.D.  Other \_\_\_\_\_\_\_\_\_\_\_

b) The university highly values the impact of interdisciplinary programs. Please provide a brief description of the new program below, including the proposed mode of delivery. The university values the impact of interdisciplinary programs, so in your description please include whether or not this will be an interdisciplinary program. If yes, please provide some detail on how the program will be delivered with respect to this interdisciplinary aspect. If not, please explain why this program cannot or should not be interdisciplinary.

**2. Alignment**

Please indicate how the new program aligns with the University’s academic plan and priorities and current Strategic Mandate Agreement (SMA):

<https://www.mcmaster.ca/vpacademic/priorities.html>

\*In your full proposal, it is expected that you will have explored any duplicative similarities to existing programs internally, within Ontario, and elsewhere

**3. Student/Societal Impact**

a) Provide a brief commentary on what type of students the program is expected to attract:

b) Please indicate from where the students are expected to come:

Internal

External:  High school

College

Bachelor’s

Graduate Program

Workforce

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Comment on student and societal demand for the program, and provide examples of how students will impact society. Please also provide preliminary projected enrolments:

**4. Resources/Budget**

a) How will this program be funded?

Government funded

Self-funded

b) Please comment on the faculty/department’s resources required to mount the program, taking into consideration human, financial, and space resources needed to be able to sustain the program for the number of students projected to be enrolled in the program:

For the **Resource Implications and Financial Viability of Programs template**, please refer to the following link <https://budgetmodel.mcmaster.ca/drupal/tools-templates>.

For additional assistance, please contact Linda Coslovi, Executive Director, Finance and Planning (Academic): [coslovi@mcmaster.ca](mailto:coslovi@mcmaster.ca).

**5. List of Proposed Consultations and Endorsements**

Please provide a list all academic units affected by this proposed program and with whom you plan to consult regarding the new program.

**6. Additional Information**

Please use the space below to include any additional information you wish to include regarding the new program proposal.

*Once this form is endorsed and received, please refer to the new program approval process for the next steps on moving through the approval stages.*

**Endorsement**

*Department Chair Date*

*Faculty Dean* *Date*

**Received**

*VP Faculty* *Date*

*VP & Dean of Graduate Studies* *Date*