LA&PS Curriculum Proposal Online Submission Form Instructions

The purpose of the online submission form is to afford the Office of the Faculty Council better tracking of proposals, simplify the vetting process for staff and improve the response time to   the community.

Submissions will no longer be emailed to Faculty Council. You will upload your proposals to this site.

New Deadlines for the FW 18-19 Academic Session

June 1   Complete proposal package for all proposal types
October 15   Complete new course proposal and changes to existing course
                     proposals

New Course proposals and Changes to Existing Course proposals received between June 2 and October 15 will be reviewed by the Committee on Curriculum, Curricular Policy & Standards (CCPS) only if they are complete. Packages must contain all relevant documentation: UUDLES, consultation, library statement, etc.

Incomplete proposals will be returned for correction. We cannot guarantee that revised proposals received after the deadline will be reviewed in time for the requested calendar year.
The online submission form is scheduled to close at 12:01 am on October 16

Browser

Use Firefox or Chrome. Not all fields of the form are visible on Internet Explorer.

Access

Log into the form using your Passport York credentials.

Required Fields

Required fields are marked with an asterisk.

MachForm Page 1 - Contact Information

On this page of the form you will submit your contact information and identify the proposal type. This information will allow Faculty Council staff to better manage submissions and retrieve files for enquiries.
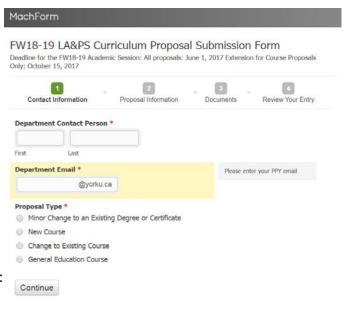
Contact Information

Provide your York email address.

Proposal Types

The following proposals can be submitted online:
- Minor changes to an existing degree or certificate
- New course (NCP)
- Changes to an existing course (CEC)
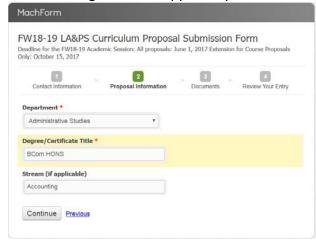- General Education (GED)

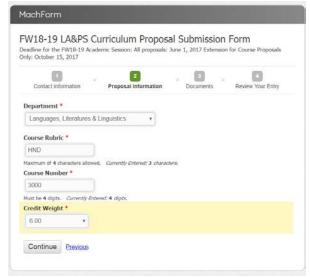# MachForm Page 2 - Proposal Information

Fields Related to Proposal Type

Minor change to an Existing Degree or Certificate
The following fields will appear if you select this proposal type:

New Courses, Changes to Existing Courses, and General Education Courses
The following fields will appear if you select one of these proposals types:

MachForm Page 3 - Documents

Acceptable File Types

- pdf, doc, or docx

File Naming Convention

It is imperative that you use the following naming conventions. This will help Faculty Council staff better manage proposal documents and retrieve files for enquiries.

Degree: Dept_Degree_FW18
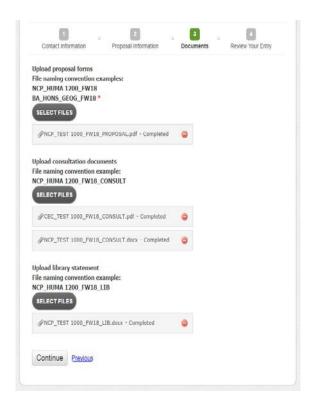**Courses:** Type_Rubric_Number_FW18

Revised Proposals
Use this naming convention for proposals that you are resubmitting after making changes or corrections required by Faculty Council or CCPS.
REVISED_Dept_Degree_FW18
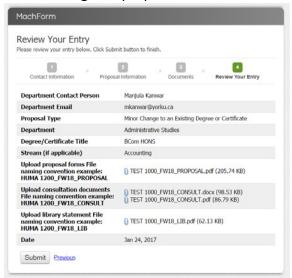REVISED_Type_Rubric_Number_FW18

File Uploads

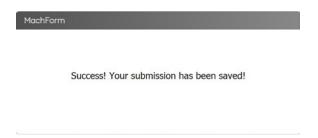| Document	File Limit
Proposal documents	1
Consultation documents	5
Library statements	1

MachForm Page 4 - Review Your Entry

This is an opportunity to review what you have entered and to make changes before submitting the proposal.

Confirmations

You will receive a confirmation of the online submission:

You will receive an automated email with a record of field entries and a link to download your proposal files.