

Curricular Submission Deadlines

PLEASE NOTE CHANGE IN SUBMISSION DEADLINES

Proposal Type	Item(s) for Submission	Deadline	Submit
New Course Proposals	<ul style="list-style-type: none">• ‘New Course Proposal’ form• Library statement• Evidence of consultation (as applicable)	June 1*	Please submit proposals via the Machform. Please do not email proposals to the Committee on Curriculum, Curricular Policies and Standards (CCPS).
Changes to Existing Courses	<ul style="list-style-type: none">• ‘Changes to Existing Courses’ form• Evidence of consultation (as applicable)	June 1*	
Changes to Existing Programs/Certificates*	<ul style="list-style-type: none">• ‘Changes to Existing Degree’ form• Evidence of consultation (as applicable)	June 1	
General Education Course Proposals	<ul style="list-style-type: none">• Proposals for new Gen Ed courses not accepted at this time.• Use the ‘Change to Existing Courses’ form to submit proposed changes to a current Gen Ed course.	N/A	
Curricular submissions must originate through the Chair/Director or unit-designate. Proposal packages must have unit-level approval prior to submission for faculty-level consideration.			

*New course proposals/changes to existing courses will be accepted after June 1 and up until October 15. These proposals will be reviewed by CCPS only if they are **complete**. Packages must contain all relevant documentation; learning outcomes, consultation, library statement etc. Proposals submitted after June 1, and/or incomplete proposals, may not be processed in time for the subsequent Fall/Winter and Summer academic sessions. For forms and additional resources, please visit the Curriculum Toolkit: www.yorku.ca/laps/council/faculty/curr_tools.html.

Consultation

All submissions that involve or may affect other units internal and/or external to the Faculty of Liberal Arts & Professional Studies must be accompanied by evidence of consultation with those other units.

Submissions initiating or deleting cross-lists or course credit exclusions must be accompanied by a statement from the collaborating unit signaling agreement to the proposal.

Library Support Statement

Proposals for new courses **must include a library support statement** from the [Bibliographer](#) responsible for the relevant discipline to indicate whether resources are adequate to support the course.

*Minor Changes to Existing Programs/Certificates versus Major Modifications

Prior to proposal development, proponents are asked to consult [Section 5.1 of the York University Quality Assurance Procedures](#) for definitions of **major versus minor** modifications. Please consult Brittany Tuer at btuer@yorku.ca regarding protocols and timelines for proposing **major modifications**.

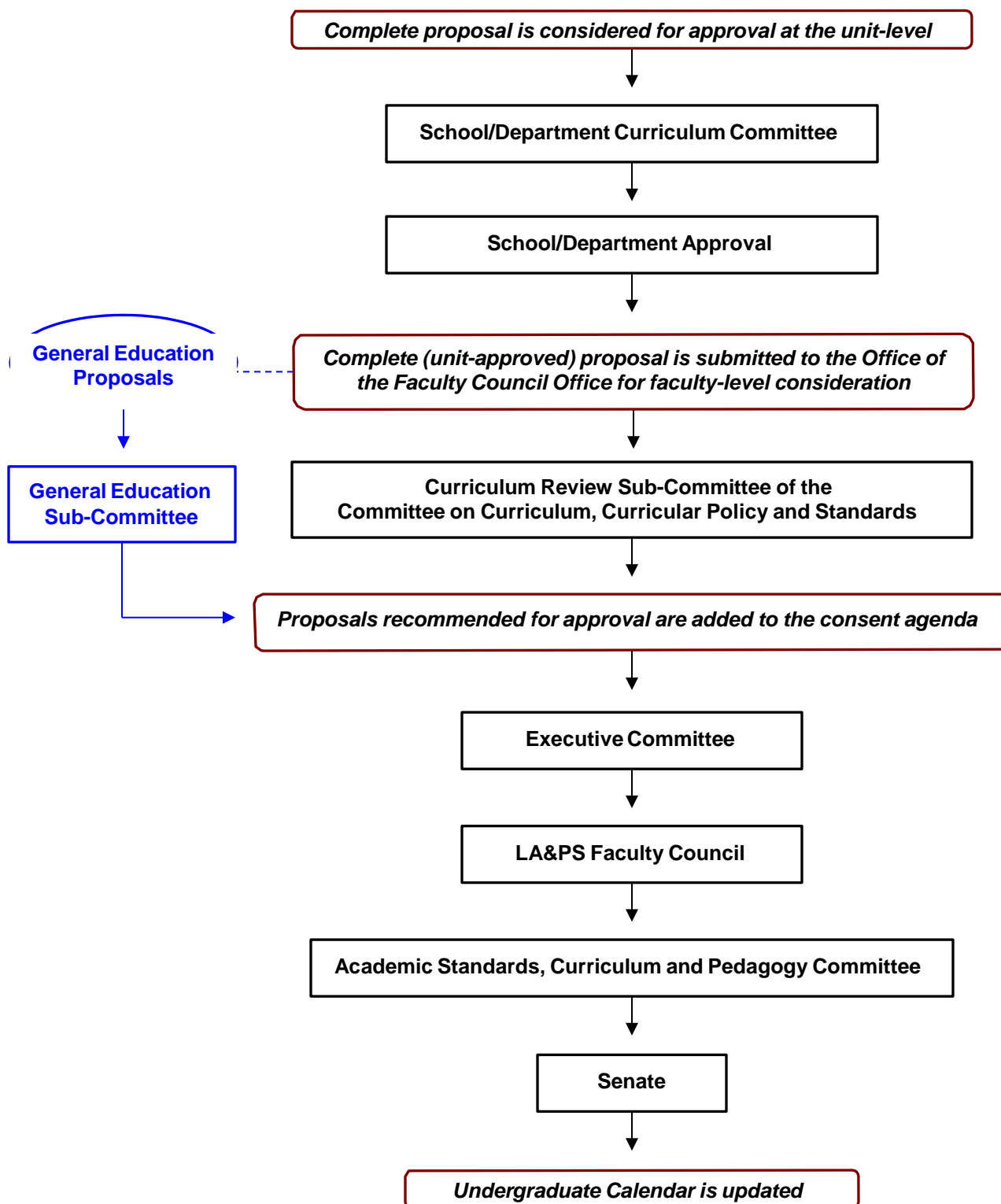
Proposal Formatting

All curriculum submissions must be made using the new online MachForm. Full course descriptions must be included on course change submissions, and full calendar copy included on degree, certificate, or program change submissions.

Please **denote additions in bold, blue, underlined text, and use a ~~strikethrough~~ for deletions**:

Existing Calendar Copy (Change From):	Proposed Calendar Copy (Change To):
Deletions from the existing calendar copy should be noted by a strikethrough . e.g. Example of existing text.	Proposed changes to the calendar copy should be identified in <u>bold/blue/underlined</u> print. e.g. Example of proposed text.

New Course Proposals, Changes to Existing Courses, Minor Changes to Existing Programs or Certificates and General Education Proposals



Please note: curriculum proposals regarding New/Changes to Degree Programs are forwarded to Senate for information and/or approval. Curriculum changes which require Senate-level approval may only be updated to the undergraduate calendar following approval at Senate.