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**LETTER OF INTENT (LOI) TEMPLATE
FOR NEW PROGRAMS**

The first stage of the approval process in the development of new undergraduate or graduate programs at OCAD University is for the submission of a Letter of Intent (LOI) from the academic unit proposing the new program.

The LOI should briefly explain the concept, rationale and institutional fit for the proposed new program as discussed with, or originating from, the Dean under whose authority the degree program would be delivered. The completed LOI is submitted to the Vice-President, Academic and Provost. The LOI will then be reviewed by the Senate Academic Policy & Planning Committee as well as the Senate Undergraduate Studies Committee (SUSC) or Senate Graduate Studies Committee (SGSC), as appropriate, for approval before being presented to Senate for information. At this stage, the LOI is also submitted to the Audit, Finance and Risk Committee (AFRC) of the Board of Governors for information for the purpose of preliminary budget projections for faculty and other human and physical resource requirements.

GENERAL INFORMATION

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| **Name of Proposed Program and Nomenclature:** |  |
| **Faculty Area:** |  |
| **Proposed Start Date:** |  |
| **Prepared by:**  |  |
| **Dean Signature(s):** |  |
| **Date:** |  |

PROPOSED PROGRAM INFORMATION

1. **Program Description:** Provide a brief description of the program and its rationale, an explanation of the degree nomenclature and any intended fields, and any special innovative or distinguishing features, including experiential learning opportunities.

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1. **Institutional Fit:** Provide an explanation of how the proposed program fits within the University’s Academic Plan.

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1. **Program Alignment**: Indicate how the program aligns with the Strategic Mandate Agreement (SMA). Please provide the rationale for alignment.

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| [ ]  | Program Area of Growth in SMA |
| [ ]  | Program Area of Strength in SMA |
| [ ]  | Neither a Program Area of Growth or Strength |

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1. **Student Demand and Societal Need**: Describe the type of students the program is expected to attract and a rationale for how there is a demonstrable student interest in and demand for the program. Provide evidence of societal need and justification of duplication with existing programs at other provincial post-secondary institutions.

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1. **Resources and Budget:** Provide information on the number of new faculty members required, the number of new support staff required and lecture, studio, lab or specialized space requirements needed to sustain the program for the number of students projected to be enrolled in the program. Please also attach preliminary budget information.

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 How will this program be funded: [ ]  Government funded [ ]  Cost recovery

1. **Consultation:** Describe the consultation processes to be undertaken with the affected academic units and/or other stakeholders.

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1. **Additional Information:** Use this space to provide any additional information you wish to include regarding the new program proposal.

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