**Letter of Intent Template for a New Undergraduate Program/Module Proposal**

As a first step in putting forward a new program/module for institutional approval, the following template requests core information that will aid in determining the feasibility of the program and what protocol will be followed under Western’s [Institutional Quality Assurance Process (IQAP)](https://www.uwo.ca/pvp/vpacademic/iqap/resources/westerns_institutional_quality_assurance_process.html), either 1) New Program Approval, or 2) Major Modification.

Support with the development of the proposal, and/or the completion of this form, can be procured through the Office of Academic Quality and Enhancement (OAQE) at [OAQE@uwo.ca](mailto:OAQE@uwo.ca).

Once completed, this form is to be submitted to the Vice-Provost Academic Programs via   
Alicia Kemp at: [ahitchc2@uwo.ca](mailto:ahitchc2@uwo.ca)

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| --- | --- | --- | --- | --- |
| **Name of the Program/Module** | |  | | |
| **Academic Unit** | |  | | |
| **Faculty / Affil. Univ. College** | |  | | |
| **Degree** | |  | | |
| **Anticipated Date of Introduction** | |  | | |
| **Primary Contact Person**  (Name and e-mail) | |  | | |
| **New Calendar Copy** (check the box below to confirm)  □ A new calendar copy for the proposed module(s) has been included as an appendix. | | | | |
|  | | | | |
|  | **Name** | | **Signature** | **Date** |
| **Chair / Director** of sponsoring Academic Unit |  | |  |  |
| **Dean** |  | |  |  |
| **Vice-Provost (Acad, Programs)** |  | |  |  |

1. Provide a description of the proposed program/module (500 words max). How is the proposed program/module relevant to learners, employers, and society? What has led to the proposal of this program/module? Describe how the proposed program/module is consistent with the University’s mission and priorities.

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1. Provide evidence of demand for graduates of the program/module in specific sectors (university, public or private sector) and comment on labour market trends (Labour Market Analytics/Lightcast data is available from the OAQE).

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1. Provide an overview of how the proposed program/module is different from other programs/modules offered at Western and the Affiliate University Colleges, in Ontario and elsewhere. What is the impact of the new program/module on existing programs/modules at Western and the Affiliate University Colleges?

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1. a) Provide an overview of anticipated enrolment using the table below as a guide.

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| --- | --- | --- | --- | --- | --- |
| Proposed Enrolment | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Program Year 1  (if applicable) |  |  |  |  |  |
| Program Year 2 |  |  |  |  |  |
| Program Year 3 |  |  |  |  |  |
| Program Year 4 |  |  |  |  |  |
| Annual Ongoing |  |  |  |  |  |
| Anticipated # of completions |  |  |  |  |  |

b) Of table 4a), what is the anticipated net new enrolment (contributing to net growth at Western)?

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| --- | --- | --- | --- | --- | --- |
| Proposed Enrolment | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Total head count |  |  |  |  |  |

c) How does this new program/module attract international students, if applicable? What portion of enrolment is projected for international students?

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1. a) Provide an overview of existing and new courses to be part of the program, as applicable (please list course codes).

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| --- | --- | --- |
|  | Existing courses | New courses |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 |  |  |

b) Comment on the need for additional teaching capacity to teach new courses or increased number of existing courses (and if any teaching capacity is repurposed from courses that will no longer be offered).

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1. a) What impact will the program have on program administrative support and academic advising?

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1. What impact does the new program/module have on space? Is new space needed or can the program be offered in existing or reallocated space? (classroom, lab space, other learning spaces)

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1. List consultations with campus stakeholders (area/date). For instance, other academic units and partner programs, Western Libraries, Centre for Teaching and Learning, etc.

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Version: March 2023