**Western University**

**New Graduate Program**

**Letter of Intent**

Degree(s)

in

Program Name

Date (month/year)

**New Graduate Programs**

# (To be completed by Program Prior to Submission of Proposal to SUPR‐G)

As a first step in putting forward a new graduate program for Institutional approval, programs are required to complete a Letter of Intent (LOI) and submit it to Candace Loosely at the SGPS. The purpose of this LOI is to assess the feasibility of the new program with respect to the demand for the program, program structure and format, resource needs for the program delivery, and financial viability of the program.

The Letter of Intent contains a summary checklist as well as a brief program description o aid in streamlining assessment of the proposed program. In areas where there may be uncertainty (e.g., enrolment targets), provide a range of values and add commentary to explain what factors might impact the outcome.

Once completed, the LOI requires Faculty endorsement by,

* the Associate Dean (Graduate) for the academic components of the proposed program
* the Dean as an indication of support for the resource requirements

Once the LOI is approved by the SGPS, in consultation with IPB, the Program will be invited to complete and submit the New Program Proposal (Volume I) to the SGPS. Where appropriate and relevant, text contained in the LOI can be used in the program proposal brief.

The SGPS will be pleased to answer any questions that may arise.

**Primary contact for new program:** Enter the name and email of primary contact.

**Home Department/School:** Enter the home Department/School of primary contact.

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| --- | --- | --- | --- | --- |
| **Program name (as it will appear on transcript)** | | | | |
| **What is the proposed degree designation / credential?** [**Types of Graduate Programs**](https://grad.uwo.ca/about_us/policies_procedures_regulations/graduate_programs.html) | | | | |
| ☐ Research Based Doctoral ☐ Professional - Doctoral  ☐ Research Based Master ☐ Professional – Masters  ☐ Type 2 Graduate Diploma ☐ Type 3 Graduate Diploma | | | | ☐ Thesis  ☐ Research Project / Major Paper ☐ Course based |
| **What is the proposed format of the program?** *Check all that apply.* | | | | |
| Will the program involve an experiential learning component?  ☐ No  ☐ Yes, through co-op  ☐ Yes, not co-op but with other experiential learning component (e.g., internship, practicum) | | | | |
| Will students be allowed to enroll:  ☐ Full-Time only  ☐ Part-Time only  ☐ Both | | | Program delivery mode:  ☐ Fully on-campus  ☐ Fully online  ☐ Hybrid | |
| **Expected start date (term of first intake)** | | | | |
| **What are the enrolment expectations?** *Ranges are approximate* | | | | |
| First Year Enrollment: #  Year at Maturity: 20XX  Mature Enrollment: # | | Domestic: # or %  International: # or % | | |
| **Program duration:**  How many terms of registration will be required to complete the program? | | | | |
| **What is the proposed tuition structure?** *\*Deans office to consult with Vice Provost, SGPS, IBP*  [**Fee & Refund Schedules - Office of the Registrar - Western University (uwo.ca)**](https://uwoca-my.sharepoint.com/personal/cloosley_uwo_ca/Documents/Institutional%20Quality%20Assurance%20Process%20(IQAP)/Template%20Updates/Ready%20for%20SGPS%20Leadership%20review/Fee%20&%20Refund%20Schedules%20-%20Office%20of%20the%20Registrar%20-%20Western%20University%20(uwo.ca)) | | | | |
| Graduate:  ☐ Existing graduate tuition  ☐ Alternative existing tuition, please specify: $  ☐ New tuition rate: $ | | | | |
| **Ancillary Fees:** | | | | |
| **List all other fees:** | | | | |
| **Will the program require new resources?** *If yes, please* explain *in “Resource Requirements”* | | | | |
| Faculty  Staff  Space  Other (e.g., Library) | ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No  ☐ Yes ☐ No | | | |
| **Department(s)/School(s):** | | | | |
| List all Department(s) or School(s) that will be involved in the program. | | | | |

**Additional Contacts -** Please include the name(s) and contact information for other individuals developing this program proposal.

**Brief Program Description**

**Rationale for the new program**

* Describe the rationale for the new program and the impetus for proposing this new program.
* Has market research been conducted to determine the need/demand for the proposed program?
* How does the program differ from existing UWO programs in terms of learning outcomes?
* How does this new program complement existing programs already offered at Western?
* Do similar programs exist in Ontario/Canada?(If so, where are they offered)
* Identify 1-2 comparator programs in Ontario/Canada. How does this new program differ from these?
* What are the unique benefits to students from the program?
* Describe any unique or distinguishing attributes of the program (e.g., capstone project, study abroad, field work, boot camp, practicum, etc.).
* If this program will be offered in collaboration with other departments/schools/units, Faculties or other universities or institutions, please describe.

**Structure of the Program**

* Briefly describe the main academic components of the program (i.e., number of courses, milestones or other proposed requirements etc.). Please identify what components already exist and those that would need to be created. (Consult with the SGPS to create Program Design)
* If co-op is proposed, what supports are in place to assist students in finding co-op positions?
* If the program has a required external experiential learning component (e.g., co-op or practicum), what measures would be in place to ensure placements for all students?
* If the program will be offered in a hybrid format, please describe the proportion of each component (e.g., 80% on campus and 20% on-line etc.).

**Resource Requirements**

Will introducing this new program require new resources such as those listed below? If so, have these resource requests been discussed with the Faculty Dean(s)?

* New faculty or staff positions?
* New or renovated space?
* Additional library resources?
* Does this program require the development of new online courses?
* Other resource requirements?

**Signatures**

*Signatures indicate that the Letter of Intent has been reviewed and that you agree, in principle, with the new program as outlined, and that the program proponent(s) has your support to move forward with the new program proposal process. Once all signatures have been obtained, the Letter of Intent will be submitted to the SGPS.*



Graduate Chair or equivalent Date



Associate Dean (Graduate) Date

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Dean Date