



NEW ADMISSION REQUIREMENT Template for Curriculum Navigator Initiators

Instructions: Use this form when submitting a new admission requirement. Fill in the spaces below **only** with the details. Once completed email this form to the initiator within your faculty; if you are unsure who that is, contact the Administrative Assistant to the Dean. The initiator will input this request into Curriculum Navigator, which will start the approval process. A unique request number will then be assigned your request. You may use this number to track the progress of your request by completing the following steps:

Go to the website: <http://navigator.lakeheadu.ca>

Username: **lakeheadmember**

Password: **password**

Select "Curriculum", then "Search Requests".

Enter the request number, open the request, and then click on the "Workflow" tab.

Note: required fields are indicated.

The following is information that will be displayed in the Academic Calendar:

- Code (Contact Calendar Officer for New Code):
- Title:
- Academic Level:
- Calendar Start Term. When this course should be displayed in the Calendar, e.g. 2016-17:
- Campus:
- Name of Degree Program (if applicable):
- Calendar Entry:

- Rationale: Why are you submitting this request?

Additional Dean Stage

Will this request affect another faculty other than your own? If you would like another faculty Dean to review this request, select all that apply below.

Do not select your own faculty.

Dean of Business Administration

Dean of Education

Dean of Engineering

Dean of Health & Behavioural Sciences

Dean of Natural Resources Management

Dean of Science & Environmental Studies

Dean of Social Sciences & Humanities