



NEW FIELD, NEW GRADUATE DIPLOMA, OR NEW COLLABORATIVE PROGRAM Template for Curriculum Navigator Initiators

Instructions: Use this form when initiating one of the following: New Field, New Collaborative Program, or New Graduate Diploma Program. Fill in the spaces below 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: All fields below are required fields.

NOTE about Quality Assurance requirements:

Visit the following links to learn about the proposal requirements and the process for review and approval for:

[New Field or Collaborative Program](#)

[New Graduate Diploma](#)

If you would like assistance with Quality Assurance requirements, contact the Provost and Vice-President (Academic) office for guidance 343-8574.

- Select the type of new program you are submitting:

Field

Collaborative Program

Graduate Diploma Program

- If you selected Graduate Diploma indicate the Type: See Quality Assurance links above for definitions.

Type 1

Type 2

Type 3

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

- Title of Program:
- Program Requirements:

The following is information for Committee Review:

- What is the new program code? (Provided by Calendar Officer)
- Calendar Start Term. When this course should be displayed in the Calendar (e.g. 2016-17):
- Academic level:
- Total number of credits for the degree:
- Transcript title of Program:
- The second phase involves submission of the proposal brief. See link above. Is the program proposal attached?
- Pedagogical rationale for this proposal. 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