

## **REINSTATE A DEGREE/MAJOR PROGRAM Template for Curriculum Navigator Initiators**

**Instructions:** Use this form when reinstating a degree/major program back into the calendar. Fill in the spaces below with the details only if there are changes to be made, otherwise leave the field blank. 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: If you are not making a change to one of the fields below you may leave it blank (unless it is a required field). Required fields are indicated.

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### **NOTE about Quality Assurance requirements:**

[Visit this link](#) to learn about the proposal requirements and the process for review and approval for New Degree/Major Programs. Revisions to program requirements may be necessary following Quality Assurance review.

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

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

- Title of Program:
  
- Program Requirements:

**The following is information for Committee Review:**

- Program Code:
- Select the type of program this is:
  - Degree/Major
  - Major Concentration
  - Specialization
  - Minor
  - Graduate Field
  - Graduate Diploma Program
  - Other
- Calendar Start Term. When this course should be displayed in the Calendar (e.g. 2016-17):
- Academic level:
- Transcript title:
- Degree Type (for example BA, BA4, HBA, HBED, BSC):
- The second review phase involves submission of the proposal brief (see link above for more information). 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