

How to Complete a New Course Proposal (NCP) Form (Step-by-Step)

1. Proposal Package Section:

Proposal Package

New Course Proposal packages must include the following:

- Completed NCP form, with unit-level approval documented
- Evidence of alignment with [Program Learning Outcomes](#)
- Library Support Statement from your unit's [Subject Librarian](#)
- Support statement from the LA&PS EE Director (if applicable)
- Support statement from the LA&PS Study Abroad Coordinator (if applicable)
- Consultation Form (if applicable)
- Indigenous Council Consultation Form (if applicable)
- Change to Existing Program form (if your new course will [affect program requirements](#))

Please check every box that is applicable.

- **Library Statement:** For proposing a new course proposal, a library statement is mandatory. If you are proposing a new credit version, then the library statement for the previous version should work. In that case, a new library statement is not required. Please visit [Requests for Library Statements and Reports](#)
- **EE Letter/Consultation:** If the course has Experiential Education components, please email eelaps@yorku.ca. To consult or to decide whether an EE letter is required or not. Please explore [Checklist for Experiential Education Proposals](#).
- **Consultation:** If the course is cross-listed with another course, has course credit exclusion, or has any impact on other programs, please consult with the respective unit and attach the consultation form [Curriculum Consultation - Undergraduate](#);
- **Indigenous Consultation:** If the course includes Indigenous topic or engages Indigenous communities, please email lapsindigenous@yorku.ca. for consultation. Please attach the letter.
- **Study Abroad:** If the course is a study abroad course, please email katiegr@yorku.ca

2. Departmental Curriculum Approval

Departmental Curriculum Approval

The Committee on Curriculum, Curricular Policy and Standards will only consider new course proposals that have received department-level curriculum approval.

Name:	Position:	Date:
Name:	Position:	Date:
Name:	Position:	Date:

Before the proposal is submitted for CCPS (Curriculum, Curricular Policy & Standard), it needs to be reviewed and approved by the departmental curriculum committee first. Please provide the departmental approval date.

3. Contact Information

Contact Information

Department:	
Undergraduate Program Director:	
Proponent's Name:	Proponent's Email:

Please provide the necessary information so that we can communicate any feedback or result we have.

4. Course Information:

Course Information (Originator)

Effective Session:	Year:	Faculty: AP
Rubric:	Course No.:	Credits:
Long Title (max.100 chars.):		
Short Title (max. 40 chars.):		
Prerequisites:		
Co-requisites:		
Course Credit Exclusions:		

Please provide the necessary information in the boxes.

- **Effective session:** The session when the courses will be offered. Please note that if you are submitting a proposal in November 2023 and the effective session you are requesting for Winter or Summer 2024, the proposal might not be able to get through the governance process in time. So, it is always recommended that you submit a proposal by June deadline every year in order them to be offered for the next academic year (e.g., June 2023 for Summer/Fall 2024 session).
- **Course No:** Please make sure that the number you are proposing is not already taken. You can check in CMS <https://cms.info.yorku.ca/> to see whether the proposed number is available.

Mode of Delivery:
Expected Enrolment:
Language of Instruction:
Is this a Study Abroad course?
Is this a General Education course? Note: if yes, please fill out the new course proposal form for general education courses.
List any EE components. Information on EE is available https://avptl.info.yorku.ca/experiential-education/ :
TIP: Course credit exclusions can be determined through consultations with other units offering similar courses.
In the absence of pre-requisites for 2000-4000 level courses, indicate if the course will be reserved for students in specific year levels, programs, etc.
Open to:
Not open to:

- **Mode of Delivery:** It is mandatory that every new course proposal includes the modes of delivery information. You can propose multiple modes of delivery. In that case, please articulate the course learning outcomes and other pedagogical aspects (evaluation criteria, academic integrity, and course design) accordingly so that they are aligned with all modes.
- **Study Abroad:** If the course is a study abroad course, please email katiegr@yorku.ca (not applicable for graduate proposals).
- **General Education:** If it is a Gen Ed course, please complete the [New Course - General Education](#) form. If you want to propose the same course as a non- gen Ed course and a gen ed course, then you might want to complete both forms and submit both. You can also complete the Gen ed one and articulate both objectives in a way to indicate clearly how they will be offered and who will be able to take it (not applicable for Graduate proposals).
- **Reserved Seats:** Please clarify if you want to reserve seats for a particular group of students. For example, if the course is CORE course for a particular program, the unit might want to reserve seats for the students in that program. Please specify the information in “open to” and “not open to” boxes.

5. Cross-Listing Section:

Cross-Listing

Complete this section if this course will be cross-listed. Cross-listed courses share a description, credit-weight, pre-requisites, and course credit exclusions.

Faculty:	Rubric:	Course No.:	Title:
-----------------	----------------	--------------------	---------------

If the course is cross listed with courses from another program/department, please specify that in the given box. In that case, you also need to provide the proof of consultation. Please find our [consultation form](#) in the curriculum toolkit website.

6. Course Integration:

Course Integration

Complete this section if this course will be integrated with Graduate Studies.

Faculty:	Rubric:	Course No.:	Title:	Credits:
-----------------	----------------	--------------------	---------------	-----------------

Complete this section if the course will be integrated with any graduate programs. Only undergraduate courses at the 4000-level can be integrated with the graduate level courses, where it is understood that 4000-level indicates an advanced level. Graduate students will be expected to do work at a higher level than undergraduates. If the proposed course is to be integrated, please provide a grading scheme that clearly differentiates between the work that undergraduate and graduate students perform, including a description of how the work performed by undergraduate/graduate students in that level. As well, please indicate the course information for the undergraduate/graduate course (i.e., Faculty/unit/course number/credit value) and include a statement from the relevant chair or director indicating agreement to the integration.

7. Relevance

Relevance

Indicate to which program this course will be applicable. This information will affect students' grade point average and major grade point average calculation.

Types:

Core: course counts towards the program's core average requirement

Declared Subject: course counts towards the program's major credits.

Elective: course is outside the program's major credits

Non-Major: course does not count towards the program's major credits (select for Gen Ed courses)

Program:	Relevance:
Program:	Relevance:
Program:	Relevance:

Please complete the box and use the provided definition to determine what relevance you are proposing. If the course is a CORE, please submit an MCP (Minor Change to Program) as well since it will affect the structure of the program.

8. Brief Course Description

Brief Course Description

Maximum 60 words (including punctuation and spaces). Verbs should be in the present tense.

This is the official description as it will appear in the online Course Timetable.

Please write a brief course description for the course, maintaining the word limit. Please note that the brief course description will be online, which helps students to know about the course. A well written brief description often leads to the increased enrolment rate. Please include enrolment note or pre-requisite/co-requisite information at the end if there is any for the course.

9. Long/Expanded Course Description:

Expanded Course Description

Maximum 250 words (including punctuation and spaces). The expanded course description must begin with the brief course description and include topics/theories.

Please write a long course description that must begin with the brief course description verbatim and more details about the course. The ideal details would be to include topics and theories that will be covered in the course. Please do not add the whole course outline here.

10. Quality Assurance:

a. Course Learning Outcomes (CLOs)

Quality Assurance

Course Learning Outcomes (CLO)

We recommend 4-5 statements describing what students will be able to do upon completion of this course. (e.g., analyze and discuss key literature on X subject)

Note: if the course has EE or Study Abroad components, please make sure that those are reflected in the outcome statements.

1.

NCP 3

Office of the Faculty Council, June 2022

- Please write 4/5 course learning outcomes that students will be achieved by the end of the courses. Learning outcomes should be written from students' perspectives. It is recommended that action verbs (such as analyze, describe, evaluate, identify, explain, etc) that are measurable and assessable should be used. Verbs such as “understand” and “feel” should be avoided. Please use advanced level of measurable verbs for upper-level courses. Also, make sure the CLOs speak to the Program Learning Outcomes for the program. The curriculum team can support the proponents to frame the learning outcomes if needed. Please explore the curriculum toolkit website for some resources on [CLOs](#).
- If the proposal includes [EE \(Experiential Education\)](#) or study abroad components, please make sure that the learning outcomes reflect those components. The EE letter will be provided based on how you articulate CLOs.
- Also, please make sure the evaluation methods are aligned with the learning outcomes. For example, if one of the learning outcomes is to “develop oral communication skills...” and the evaluation method does not include any method that will assess students' oral communication skills, then the committee might return the proposal asking for an alignment or further clarification. The same is applicable for the EE components' alignment with other components of the course.
- If you are proposing two credit versions of the proposals, please consider whether the two versions will have any differences in learning outcomes. If not, please explain why these are not different.
- **Note:** When a curriculum developer vets any proposals, they might recommend or suggest some action or more appropriate verbs to articulate the measurable and assessable aspects of the learning outcomes better. However, the final decision on CLOs is always the proponents' decision.

b. Course Rationale:

Course Rationale

1. How do the course learning outcomes (CLOs) contribute to the program learning outcomes (PLOs)? (e.g., **CLO #1 contributes to PLOs x, y, z**)
2. Please indicate the relationship of this course to existing offerings, particularly in terms of overlap in outcomes and content.
3. Please indicate the mode of delivery (e.g., lecture, blended, hyflex, online learning) for the course. Include all proposed modes of delivery for the course and provide a rationale for each of the proposed modes (i.e., a brief explanation of how the course will be taught in each of the modes, and how learning outcomes will be maintained in the mode/alternate modes)

<ol style="list-style-type: none"> 1. CLO 1 contributes to PLO x 2. 3. 4. 5.

In this section, please show how the CLOs are aligned with the PLOs (Program Learning Outcomes). Also, respond to other questions in order to frame a robust academic rationale for the proposal. Please make sure the course does not have any substantial level of content overlapping with other courses.

- **Mode of Delivery:** Please provide a robust rationale explaining how the learning outcomes, evaluation criteria, academic integrity issue, and over all course planning have been considered in alternate mode/s of delivery. If multiple modes of delivery are proposed, each will require a separate rationale.

11. Evaluation:

Evaluation

Notes

1. Briefly describe how participation will be evaluated (e.g., tutorial discussions; submission of response papers; etc.).
2. For accessibility reasons, the University is moving away from using in-class attendance to evaluate participation.
3. If the course is being proposed as a 3.00 and 6.00 credit version, please briefly provide the evaluation criteria for both versions of the course.

Evaluation Basis

% Value

Participation: Assignment Type: Assignment Type: Assignment Type: Assignment Type: Assignment Type:	 TOTAL 100%
--	---

- It is recommended to include alternative methods for class participation, not attendance and avoid allocating 50% or more weightage for any evaluation strategy, especially for the term

end exam or assignment. This will ensure maintaining the academic integrity issues, as well as students' well-being factors.

- Please count that the total score is 100 not less or more.
- Please make sure that the mentioned evaluation methods are aligned with the proposed mode of delivery as well as the course learning outcomes.
- **For Proposing Two Credit Versions of a Course:** If you are proposing two different credit versions (3.00 and 6.00 credit) of a course or proposing a distinct credit version of the existing course (3.00 credit version for a 6.00 credit course), then please articulate the evaluation strategies accordingly. Please indicate how the evaluation methods have been adjusted to different credit values.

Evaluation for Integrated Components

If this is an integrated course, list the additional evaluation criteria for graduate students.

Please complete the above section, if it is an integrated course.

12. Bibliography and Resources

Bibliography and Resources

Note

1. If the course is being proposed as a 3.00 and 6.00 credit version, please briefly provide the reading lists for both versions of the course.

Include the author's full name, publication title, and year of publication in an alphabetical order

- It is recommended that the alphabetical order is maintained. Please make sure that the reading list reflects the course content, objectives, and learning outcomes. For example, if the proposal is for an interdisciplinary course, please make sure that the reading list reflects interdisciplinarity.
- **For Proposing Two Credit Versions of a Course:** Please show how the reading materials are different in two distinct credit versions of the course.
- **Other Physical Resources:** If other resources will be required for course delivery, please explain. Please provide a statement regarding the adequacy of physical resources (equipment, space, labs, etc.), including whether or not additional/other physical resources are required and how the need for these additional/other physical resources will be met.

13. Academic Calendar

Academic Calendar

If this course will appear in the Academic Calendar, please copy the current academic calendar of all relevant programs and indicate where this course will appear.

If the proposed course needs to be added to the academic calendar, please copy the specific area of the academic calendar, and paste it here and indicate or highlight the area where the course should appear. In that case, an MCP will also be required since the new course will affect the degree requirement as well as the academic calendar. Please include an MCP if you are completing this section. If the course will not affect the academic calendar, then please ignore this section.

Note: Since March 2023 the university has implemented a new template for publishing academic calendar through CMS. Please refer to [the current academic calendar](#).

Please submit the completed NCP through the [Mach Form](#) for CCPS review.

Please feel free to reach out to us if you need any support and clarification apccps@yorku.ca