

Proposal Title:	
Department or Program:	
Faculty:	
Date submitted:	
Date complete proposal received by AMC:	

Checklist for submissions to the Academic Matters Committee

- Please ensure the following items have been checked off before sending your proposals via the Academic Dean to the Chair of the Academic Matters Committee.
- Please note that the entire package should be submitted as one document (MS Word).
- Please include this checklist as the first page of the proposal.
- Incomplete proposals will not be considered by the committee.

√	Checklist
	Clearly indicate space and equipment needs, if any. Explain any special needs and whether the resources have been put into place to provide them.
	Indication of possible impact on department budget. If there are budgetary implications, explain how they will be addressed.
	Documentation of comments from other affected departments and/or programs. If the proposed changes relate directly to course or programs offered by other Departments or Programs, you must consult with those Departments or Programs and include indications of support for the proposed changes from the Heads or Directors. Please attach related correspondence.
	Documentation from the University Librarian regarding adequacy of resources. In every case relating to adding or changing a course or courses, you must send the proposed changes to the University Librarian for comment on whether the Library is able to support the course or courses. Please attach documentation of comments from the library.
	Documentation from the Director of Computing Services regarding the adequacy of resources. In every case relating to adding or changing a course or courses, you must send the proposed changes to the Director of Computing Services for comment on whether Computing Services is able to support the course or courses. Please attach documentation of comments from CSD.
	Please ensure that the proposal meets all requirements as per the template (available on the MtA website).
	Please send completed proposal to your Academic Dean for onward submission to the Chair of the Academic Matters Committee.
The Academic Matters Committee will review all proposals in the order <u>complete</u> applications are received.	