**REQUEST TO THE SENATE**

**Letter of Intent**

**New Minor Proposal**

**Faculty** \*\*\*\*\*

**Academic unit** \*\*\*\*\*

**Request number \*\*\*\*\***

**Program(s)**

**\*\*\*\*\***

**Approvals**

Academic unit: Date

Faculty Council: Date

Office of the deputy provost, planning and academic budgets: Date

Council on Undergraduate Studies or Council on Graduate Studies: Date

**Anticipated program start date**

**May 20XX**

# Summary

*Please describe briefly (50 words maximum) the proposed new program*

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**Letter of Intent Template**

**New Minor Proposal**

1. Provide the full name for the proposed minor.

English:

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French:

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2. Provide a description of the proposed minor, including minor requirements.

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3. How is the proposed minor relevant?

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4. Demonstrate how the proposed minor is consistent with the University’s mission and priorities.

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5. Provide an overview of how the proposed minor is different from other programs offered at the University of Ottawa or Saint Paul University, in Ontario and elsewhere. Show how the new minor will not adversely affect existing programs at the University of Ottawa and Saint Paul University.

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6. Demonstrate the relevance of the proposed minor with regard to student demand and societal need. To the extent possible, provide evidence confirming demand for graduates of the program in specific sectors (university, public or private sector). List up to three occupations that graduates from this program may be employed in. To assist in determining employment outlooks, please refer to the [Ontario Job Futures](https://www.iaccess.gov.on.ca/labourmarket/search.xhtml?lang=en) website or TLSS.

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7. Assess the faculty’s capacity to implement the program in terms of human, material and financial resources. Include any information about your consultations with the dean as well as the office of the deputy provost, planning and academic budgets ([*rechinst@uottawa.ca*](mailto:rechinst@uottawa.ca)*)*.

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8. Confirm that the proposed program will not have a negative impact on current undergraduate and graduate programs. Include any information on your consultations with other faculties at the University of Ottawa or Saint Paul University.

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