

**New Program**

**Name of Program**

**Statement of Interest**

**Month Year**

**PREAMBLE**

The goal of this Statement of Interest is to identify key elements that should be considered by the Department/School early in the process, including: differentiable learning outcomes of the proposed program; systems of study; resource needs; tuition structures; enrolment targets; and other academic Departments or Schools that may be involved.

The Statement of Interest contains a summary checklist that captures core elements. In addition, a narrative should be added about each element to provide greater context. Proponents should fully complete the Statement of Interest, although we acknowledge there will be uncertainty in some areas, such as enrolment expectations. In areas where there is some uncertainty it is helpful if the proponents can provide a possible range of values and commentary to explain what factors might impact how the program takes shape.

Please provide responses to each prompt in gray font. Once completed, the Statement requires endorsement by the appropriate Associate Dean (Undergraduate or Graduate) as an indication of support for the academic elements of the program. Similarly, the Statement also requires endorsement by the Dean as an indication of support for the additional resource requirements that may be necessary.

Completing the Statement of Interest will provide the foundation for the future steps in the new program [process](https://uwaterloo.ca/academic-quality-enhancement/new-programs/i-preparation) – the Proposal Brief (Volume I). Much of the text contained in the Statement of Interest can be used in parallel sections in the brief.

The [AQUE Office](mailto:quality.assurance@uwaterloo.ca) will be pleased to answer any questions that may arise.

For more details on the new program proposal process, please visit: <https://uwaterloo.ca/academic-quality-enhancement/new-programs>

**Primary contact for new program:** Enter the name and email of primary contact.

**Home Department/School:** Enter the home Department/School of primary contact.

**New Program Summary Checklist**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What is the proposed credential?** | | | | | | | |
| [Bachelor’s](http://ugradcalendar.uwaterloo.ca/page/uWaterloo-Degrees-Offered) | [Research Master’s](https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/minimum-requirements-masters-degree)  [Coursework Master’s](https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/minimum-requirements-masters-degree) | | | [Type 2 Graduate Diploma](https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/minimum-requirements-graduate-diplomas)  [Type 3 Graduate Diploma](https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/minimum-requirements-graduate-diplomas) | | | [PhD](https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/minimum-requirements-phd-degree) |
| **What is the proposed format of the program?** *Check all that apply.* | | | | | | | |
| Will the program involve experiential learning?  No, regular program only  Yes, through co-op  Yes, not co-op but with other experiential learning (e.g., internship, practicum) | | | | | | If graduate-level co-op, is it:  Centrally administered  Locally administered | |
| Will students be allowed to enroll:  Full-Time  Part-Time  Both | | | | | | Will the program be administered:  Fully on-campus  Fully online  Hybrid | |
| **What are the enrolment expectations?** *Ranges are appropriate.* | | | | | | | |
| First Year Intake: #  Steady-State Intake: # | | | Domestic: # or %  International: # or % | | | | |
| **What is the proposed** [**tuition structure**](https://uwaterloo.ca/finance/student-financial-services/tuition-fee-schedules)**?** | | | | | | | |
| Undergraduate:  Existing UW Arts & Science tuition  Alternative existing UW tuition, please specify: $  New tuition rate: $ | | | | | Graduate:  Existing UW graduate research tuition  Alternative existing UW tuition, please specify: $  New tuition rate: $ | | |
| **What is proposed start date?** | | | | | | | |
| Fall  Winter  Spring Year: | | | | | | | |
| **Will the program require new resources?** *If yes, please expand in the narrative.* | | | | | | | |
| Faculty  Staff  Space  Other (e.g., Library) | | Yes  No  Yes  No  Yes  No  Yes  No | | | | | |
| **Department(s)/School(s):** | | | | | | | |
| List all Department(s) or School(s) that will be involved in the program. | | | | | | | |

**Additional Contacts**

Please include the name(s) and contact information for other individuals developing this program proposal.

**Differentiable Outcomes and Attributes**

* Describe the emphasis of the new program and the impetus for proposing this new program.
* What are the [learning outcomes](https://uwaterloo.ca/centre-for-teaching-excellence/support-faculty-and-staff/curriculum-renewal/design-and-development/identifying-program-outcomes) for this new program?
* How does the program differentiate from existing UW programs in terms of learning outcomes?
* How does this new program complement existing programs already offered at Waterloo?
* Identify, if appropriate, 1-2 comparator programs in Ontario/Canada. How does this new program differentiate from these?
* What are the unique benefits to students from the program?
* Describe any unique or distinguishing attributes of the program (e.g., capstone project, study abroad, field work, boot camp, practicum, etc.).
* If this program will be offered in collaboration with other departments/schools/units, Faculties or other universities or institutions, please describe.

**Structure of the Program**

* What credential will this program offer to students (e.g. Bachelor’s, Master’s, PhD, Graduate Diploma)?
* Will the program be offered for full-time study only or both full-time and part-time study?
* Will the program be offered as a co-op program, regular or both? Describe.
  + If co-op is being proposed for a graduate program, will it be centrally-administered (i.e., by CEE), or locally-administered (i.e., by the Department/School)?
* Will the program be offered for on-campus, online or both? Please estimate the proportion of each component (e.g., 80% on campus and 20% on-line or 100% on campus etc.).
  + If not offered at the main Waterloo campus, please specify.
* Describe the anticipated core academic components (i.e., number of courses, milestones or other proposed requirements etc.). Please identify what components already exist and those that would need to be created.

**Enrolment Expectations and Timeline**

* What is the expected starting term/year for the launch of this program?
* How many new students will be admitted to the program each year? How many will be domestic? International?
* Given the duration of the program, what will the “steady-state” enrolment be?

**Proposed Tuition**

* Describe the proposed domestic and international tuition rates for the new program.
* Will this program use tuition rates already in use for an existing University of Waterloo program?

**Resource Requirements**

Will introducing this new program require new resources such as those listed here? If so, have these resource requests discussed with the Faculty Dean(s)?

* New faculty or staff positions?
* New or renovated space?
* Additional library resources?
* Does this program require the development of new online courses?
* Other resource requirements?

**Signatures**

*Signatures indicate that the Statement of Interest has been reviewed and you agree, in principle, with the new program as outlined, and that the program proponent(s) has your support to move forward with the new program proposal process. Once all signatures have been obtained, the Statement of Interest will be submitted to the* [*Academic Quality Enhancement Office*](mailto:quality.assurance@uwaterloo.ca)*.*



Undergraduate or Graduate Associate Dean Date

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Dean Date