

Graduate Curriculum Proposal Cover Sheet

College:	Department/Program:
Proposed Implementation Date:	

Please select type of proposal:

<p>GCC & Board Approval Required</p> <p><input type="checkbox"/> 1. New Program (attach New Budget Pro Forma)</p> <p><input type="checkbox"/> 2. New degree</p> <p><input type="checkbox"/> 3. Program abeyance</p> <p><input type="checkbox"/> 4. Program elimination</p> <p><input type="checkbox"/> 5. Degree elimination</p>	<p>GCC Approval Required – check all that apply</p> <p><input type="checkbox"/> 1. Add courses</p> <p><input type="checkbox"/> 2. Delete courses (attach previous and proposed curricular map)</p> <p><input type="checkbox"/> 3. New delivery method for course</p> <p><input type="checkbox"/> 4. New delivery method for program</p> <p><input type="checkbox"/> 5. New technology</p> <p><input type="checkbox"/> 6. Change in course title</p>
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For additional changes in Course Title and/or Course Description, include catalog-ready title and description (no more than 150 words) here:

- Attach Syllabus (if course level)
- Attach curricular map (if program level).

⇒ Is there a fee attached to this course or program? yes no
 Amount/Rationale:

- If so, has Business Affairs been consulted? yes no

Name of person consulted _____ Date _____

- ⇒ Will there be software/technology purchases for this course/program? yes no
 - If so, has IT been consulted for any possible network/security implications? yes no

Name of person consulted _____ Date _____

⇒ Does this change effect multiple departments? (e.g., course is a prerequisite; curriculum requires cognate courses)

Name(s) of person(s) consulted	Date
Name(s) of person(s) consulted	Date
Name(s) of person(s) consulted	Date

Summary of Proposed Action

Approval Signatures:

Department Chair/Program Director _____ Date: _____

- Approved
- Not approved

Dean of Academic Unit _____ Date: _____

- Approved
- Not approved

University Registrar _____ Date: _____

Graduate Curriculum Committee Chair _____ Date: _____

Vice President for Academic Affairs _____ Date: _____

If required, date approved by Board of Trustees _____

Guidelines for New Program Proposal – Requiring Board of Trustees Approval

Preamble: New programs must be presented to the Administration and the Board of Trustees before they are approved. A complete and compelling rationale for the program should be presented including revenue and expenses.

- a) Provide a summary description of the proposed program (1 or 2 sentence introduction)
- b) Describe the proposed program including:
 - 1) All courses required, including sequencing of courses
 - 2) New courses for this program, including brief course description
 - 3) Relationship to mission and goals of the University and the mission/knowledge base of GSAS
 - 4) Credits required for the program
 - 5) Relationship to other Marywood programs, in GSAS, SSW, Continuing Ed., etc.
- c) State justification/rationale for program:
 - 1) Explain why there is a need for course(s) or program
 - 2) Describe the target population
 - 3) Explain why this program is appropriate and a worthwhile investment for Marywood
 - at this time
 - in relation to other programs and/or accrediting agencies
 - in relation to student demand
 - and in terms of positive employment projections
- d) Identify the costs/revenues
 - 1) New personnel or demands on present personnel that will need compensation by proposed program
(enumeration of expected salaries, etc.)
 - 2) Facilities, equipment, library resources, computer resources, technical or service support
 - 3) Potential student population (include market survey data)
 - 4) Start-up costs: specialized advertising, recruitment materials, supplies, accreditation costs, etc.
(Institutional Research will assist in developing cost/revenue figures if provided basic information about projected student composition and enrollment for this program.)
- e) List those consulted and provide a summary of each consultation.

Approved 12/99

Guidelines for New Course/Minor Program Modification Proposal

Preamble: New courses and substantive program/course modifications must be presented to the Graduate Curriculum Committee and the Vice President of Academic Affairs before they are approved. Sufficient documentation should be provided to give a complete and compelling rationale for the change.

a) Proposed Action: Courses/Minor Program Modifications

Summary of Proposed Action
(Use attached cover sheet)

b) Part 1 - Rationale

Goals

- How does this proposed action relate to the knowledge base, department goals, philosophy, needs and goals of students; how comparable to what is done at other universities, how does it relate to current trends in higher education, how is it unique?
- What is the new Course/Program Adjustment Rationale? Discuss need, target population, impact on existing programs, new accreditation requirements and any additional factors that support the proposed action.

c) Part II - Details

- What are the anticipated consequences of this proposed action?
- What is the impact on staffing and available resources?
- What are the costs and revenues of this proposed action?
- Is this course or a similar course offered by another department/school in the university?
- How will this proposed action be monitored and evaluated?

d) Part III - Syllabus

If a new course is being proposed, please attach syllabus. (Guidelines follow)