

# Graduate Curriculum Proposal Cover Sheet

College:	Department/Program:
Proposed Implementation Date:	

Please select type of proposal:

<p><b>GCC &amp; Board Approval Required</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. New Program (attach <a href="#">New Budget Pro Forma</a>)</li> <li><input type="checkbox"/> 2. New degree</li> <li><input type="checkbox"/> 3. Program abeyance</li> <li><input type="checkbox"/> 4. Program elimination</li> <li><input type="checkbox"/> 5. Degree elimination</li> </ul>	<p><b>GCC Approval Required – check all that apply</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Add courses</li> <li><input type="checkbox"/> 2. Delete courses (attach previous and proposed curricular map)</li> <li><input type="checkbox"/> 3. New delivery method for course</li> <li><input type="checkbox"/> 4. New delivery method for program</li> <li><input type="checkbox"/> 5. New technology</li> <li><input type="checkbox"/> 6. Change in course title</li> </ul>
<p>For additional changes in Course Title and/or Course Description, include catalog-ready title and description (no more than 150 words) here:</p>	

- ☐ 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)