



NEW GRADUATE PROGRAM FORM

(Please Print New Graduate Program Form on Green Paper)

Requesting Department:	
Title of Graduate Program:	
First Offering of Program (Semester/Year):	Number of Credits Required:
Copy of new catalog pages with curriculum guide attached to this form.	
Copy of new checklist attached:	
List all courses pertaining to the new graduate program. Make sure the courses support the graduate program's goals.	
EXISTING COURSES:	NEW COURSES:
<p style="text-align: center;">INCLUDE APPROPRIATE ATTACHMENTS: <u>Please do not submit double-sided copies.</u></p> <ol style="list-style-type: none"> 1. Include a rationale for the creation of the graduate program. This should include a discussion of the need or interest by students and/or faculty and how the need was determined. 2. Analysis of: staffing implications; library; equipment resources and additional costs associated with the course. Discuss the adequacy of the resources and the efficiency in which they will be used. 3. A copy of the admission requirements exactly as they should appear in the catalog. 4. Attach a statement listing the prerequisites for any of the courses include in the graduate program. Include a statement explaining the effects of the prerequisites on the total number of hours required. 5. Checklist for new graduate program. 6. Attach a curriculum guide (a plan for completion of the graduate program) indicating the sequence of courses and the semester in which the student would complete the courses. 7. A copy of this form was sent to the Library Liaison for a resource analysis. 8. Related course changes/new course proposals (if applicable). 9. Catalog copy for new graduate program. 10. Photocopy existing catalog pages affected by the proposal with all changes noted in blue ink. 11. List other graduate programs affected by the proposal. Include written copies or emails of support/approval from chair(s) or graduate program directors from the affected program(s). 	

REQUIRED SUPPORTING SIGNATURES

Initiating Faculty's Signature:	Date:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Recommendation of Graduate Program Director:</td> <td style="width: 25%; border: none; text-align: center;">Approved</td> <td style="width: 25%; border: none; text-align: center;">Not Approved</td> </tr> </table>		Recommendation of Graduate Program Director:	Approved	Not Approved
Recommendation of Graduate Program Director:	Approved	Not Approved		
Graduate Program Director's Signature:	Date:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Recommendation of Chair:</td> <td style="width: 25%; border: none; text-align: center;">Approved</td> <td style="width: 25%; border: none; text-align: center;">Not Approved</td> </tr> </table>		Recommendation of Chair:	Approved	Not Approved
Recommendation of Chair:	Approved	Not Approved		
Chair's Signature:	Date:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Recommendation of School Curriculum Committee Chair:</td> <td style="width: 25%; border: none; text-align: center;">Approved</td> <td style="width: 25%; border: none; text-align: center;">Not Approved</td> </tr> </table>		Recommendation of School Curriculum Committee Chair:	Approved	Not Approved
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School Curriculum Committee Chair's Signature:	Date:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Recommendation of Academic Dean:</td> <td style="width: 25%; border: none; text-align: center;">Approved</td> <td style="width: 25%; border: none; text-align: center;">Not Approved</td> </tr> </table>		Recommendation of Academic Dean:	Approved	Not Approved
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Academic Dean's Signature:	Date:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Recommendation of Teacher Education Council Chair:</td> <td style="width: 25%; border: none; text-align: center;">Approved</td> <td style="width: 25%; border: none; text-align: center;">Not Approved</td> </tr> </table>		Recommendation of Teacher Education Council Chair:	Approved	Not Approved
Recommendation of Teacher Education Council Chair:	Approved	Not Approved		
Teacher Education Council Chair's Signature:	Date:			
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Recommendation of Graduate Council:	Approved	Not Approved		
Graduate Council Chair's Signature:	Date:			
Comments from Dean of Graduate Studies and Research:				
Dean of Graduate Studies and Research's Signature:	Date:			
Comments from Associate Provost:				
Associate Provost's Signature:	Date:			
Comments from Provost:				
Provost's Signature:	Date:			