

## New Graduate Program

A proposal for a new degree-granting program should include, but need not be limited to, the following information:

- I. Statement of sponsorship from the department chair or the course director, and where appropriate, of the department chair of other participating faculty. This statement will verify the commitment of the department(s) of faculty time, facilities and necessary financial support.
- II. A description of the nature and significance of the program.
- III. An indication of why it is appropriate and desirable for MCW to add this program to the academic offerings of the Graduate School.
- IV. An indication of how the proposed program will complement and relate to existing graduate programs at MCW.
- V. A description of the resources available to support this program (*i.e.*, space, equipment, funds, teaching faculty).
- VI. Regarding the potential student population, a description of:
  - a. The sources of students;
  - b. The academic qualifications of these students;
  - c. Why these students would be attracted to this program at MCW.
- VII. Regarding administrative procedures and requirements:
  - a. Describe any variations from the usual Graduate School application process as described in the Graduate School bulletin;
  - b. Specify the process within the department or institute for administration of the program;
  - c. Identify the criteria to be used in accepting and rejecting applicants;
  - d. Describe the academic prerequisites for admission.
- VIII. Regarding the curriculum of the program, describe:
  - a. Required courses (list of courses by name);
  - b. Elective courses (list of courses by name);
  - c. Provide one or more sample program plan(s) which show the expected sequence of courses during the program of study.
- IX. For qualifying, comprehensive, and other types of exams, indicate:
  - a. When a student would be expected to take each type of exam;
  - b. Who will coordinate the preparation and evaluation of the exam;
  - c. General characteristics of the exam;
  - d. Criteria to be used in evaluating the exam.
- X. Provide a detailed description of all new courses which are proposed. Refer to the "Guidelines for Proposing New Courses" for a description of the information requested.
- XI. If instruction is to occur by any method other than classical lecture technique, then, for each course:
  - a. Describe the method of instruction;
  - b. Describe any special equipment which will be required;
  - c. Discuss the arrangements which have been made for use of the equipment (hours/week, financial details, etc.)

- XII. Describe the research or project opportunities in the program. Each participating member of the faculty should provide a complete Curriculum Vitae, plus supplementary information where needed to include:
  - a. Funded research by project title, duration of the funding, and amount of current funding;
  - b. Specific research opportunities for students in this program;
  - c. Describe planned mechanism for periodic evaluation of each student's research progress in the program.
  
- XIII. Describe the Graduate Committee which will be formed to direct the student's program, including:
  - a. How and when the Committee will be formed;
  - b. The composition of the Committee
  - c. How the student's research advisor/primary mentor will be chosen or selected.
  
- XIV. Provide evidence that the eligible, participating faculty have experience in graduate education such that the teaching and research objectives of the program can be met.
  
- XV. Indicate in detail the anticipate number of faculty hours of effort in each component of the program, and explain how the faculty will meet this time commitment.
  
- XVI. Clarify further any unusual aspects of the program.

(Approval Graduate Studies Council: 09/03/80; updated 09/11/95)