

New Graduate Degree Program Proposal Process

The review and approval of a new graduate degree is a comprehensive process requiring extensive documentation, appropriate consultation recommendations within academic units and with the University Offices, review by the university Councils, concurrence by the Senate Executive Board, a recommendation regarding approval by the Faculty Senate, and approval by the Provost and the Board of Trustees. All required consultations and recommendations for approvals are to be documented using the New Degree Program Form found in the Appendix-Forms section of this Handbook.

IMPORTANT. Proposed new graduate degrees may require submission of a substantive change proposal to the Western Association of Schools and Colleges (WASC), who serve as the regional accrediting body for Chapman. If WASC's substantive change policies and procedures require the submission of information about new programs, the Office of Accreditation and Assessment will provide the current process information.

If the proposed New graduate degree program also includes a New Integrated Undergraduate/Graduate Degree Program, please refer to that section of the Handbook for specific information to be provided for the Integrated program.

The University's academic requirements for graduate degree programs are provided in the graduate catalog, which should be consulted when designing any new graduate degree program. A summary is also provided in the Degree Requirements section of this Handbook.

The suggested schedule for preparation, submission, and review steps of a new degree proposal is summarized below:

Timeline		Action
Month 0	Before June 1	The Provost should be consulted regarding initiating any new graduate degree program proposal. It is recommended that the Dean of the academic unit do this first step. The Provost can provide guidance on the timing of the new degree program proposal, its fit with the strategic plan, and the potential resources needed and their availability.
Month 1	By June 1	Notice to AVPGE of intent to submit the New Program Proposal.
Month 1	Not later than July 1	Consultations begin with all required offices and individuals no later than and preferably substantially before July 1.
Months 1-2	June-July	<u>The consultation process may result in changes to the original proposal that must be addressed</u> before the academic unit considers and decides on the final proposal.
Months 3-4	August 1 – September 15	Final proposal submitted to Curriculog.
Months 3-4	By October 1	Review and recommendations for approval by the academic unit or program/department faculty, the curriculum committee, and the dean.
Month 5	October	Graduate Academic Council (and, if necessary, Undergraduate Academic Council) and Long Range

		Planning Council review and provide a recommendation by November 5 to the Senate Executive Board.
Month 6	November	Senate Executive Board presents a proposal to the Faculty Senate at the meeting in November. First reading and vote.
Month 7	December	The second Senate reading (if required). A recommendation from the Faculty Senate is sent to the Provost and Assistant Provost for Academic Financial Operations.
Month 7/9	December or February	The Provost presents the proposal to the Board of Trustees, Finance and Academic Committees, and the Board as a whole.
Month 9	February	Board of Trustees Academic Committee review.
Month 10	March	Board of Trustees Finance Committee review.
Month 10	by March 30	Review and Final decision by the Board of Trustees.
Month 11	April	“Soft” admission may start
Month 14	June - July	The new approved degree is published in the subsequent Academic Year catalog.
Month 15	August	Graduate Admissions starts full-scale recruitment for the next Academic Year.

General Guidelines for the New Degree Program Proposal

Preparation

A proposed new graduate degree program will be evaluated based on the following criteria:

- The demonstrated need and demand for the proposed new degree
- Its alignment with the university’s mission and the academic strategic plan
- The benefits of offering the degree at the University
- The academic quality of the proposed program: delivery, outcomes, and assessment
- The cost of the degree and the use of institutional resources
- Proposed 5-year plan with:
 - clear key program performance indicators;
 - performance evaluation and assessment schedule;
 - teach-out plan in case of “soft” closure if KPI are not met.

Originator(s): Proposals for new graduate degree programs generally originate from the academic unit that will offer the new degree program. Proposals may also originate from other academic units or administrators. However, all such programs require the support of program faculty when they are in place and contributing to the program.

Documentation: All new graduate degree program proposal information must be placed in the file-sharing folder created by the Office of Graduate Education for the specific proposal. Contact Lonnise Magallanez at GradEd@chapman.edu, and the folder will be established for the proposal. Links to the documents in the folder can then be shared with all parties needing review access. The New Proposal Consultation form found in the Appendix-Forms is included in this folder.

Consultations: should occur with the following offices and individuals, as appropriate, during the proposal preparation stage:

- Associate Vice President for Graduate Education to ensure that academic policies are being followed in degree design
- Office of Strategic Marketing and Communication for information on the marketing potential of the new degree program (Executive Summary, Appendices A, I)
- Assistant Provost for Academic Financial Operations regarding budget (Appendices C-I)
- Vice Provost for Faculty Advancement and Institutional Effectiveness and the Director of Accreditation and Assessment regarding accreditation and assessment (determination of whether or not a substantive change filing with WASC is required and addressed in Appendices A and B)
- Senior Vice President for Enrollment Management regarding projected enrollments and financial aid/scholarships (Appendices A and H)
- Office of Graduate Admission regarding recruitment and enrollments (Appendices A, H, and I)
- Library Liaison regarding information resources (Appendix D)
- Vice President for IS&T regarding computing and technology needs (Appendix E)
- Office of the EVP/COO (if the proposal is for a new international or joint program with another institution). Note that any such program requires a substantive change application to WASC and should follow the WASC Substantive Change: New Degree Program process.
- Office of Legal Affairs (if the proposal is for a new international or joint program with another institution).

The Proposal Originator must provide documentation that the consultation occurred with each office listed above. Such documentation must include the New Program Consultation form signed by the person representing each required consultative office. Additional documentation should be filed in the appropriate Appendix folder in the assigned shared folder for the New Graduate Degree Program Proposal.

The consultation is an opportunity to gain input from relevant offices and personnel and make appropriate adjustments to the proposal before the academic unit considers the final proposal for recommendation.

All consultations should be completed by July 31.

After completion of the consultations and addressing all comments and suggestions, the Proposal Originator launches the proposal in Curriculog.

The proposal will be routed to specific individuals to indicate the decisions made at the Academic Unit and the University levels.

Academic Unit decisions: The recommendations for approval by the academic unit are required by the following parties and individuals:

- Representative of program/department faculty
- Academic unit curriculum committee
- Dean

Each party listed above may submit a position memorandum for their recommendation on approval. These memoranda are to be attached to the New Graduate Program proposal in

Curriculog. The memorandum is required from a party when recommending rejection of the proposal. Recommendations and memoranda from the Academic Unit are due by October 1.

Faculty Senate Review

After October 1, the submitted New Graduate Program proposal and all attachments in Curriculog and in the shared folder will be available for review only. Any subsequent recommendations, responses, and changes should be submitted to a separate shared folder, New Program proposal review, linked to the New Program proposal's folder.

Faculty Senate Councils: Subsequent reviews and recommendations on approval are required from the following:

- Graduate Academic Council (and, if necessary, Undergraduate Academic Council)
- Long Range Planning Council

The Councils will identify relevant academic, strategic, and budgetary issues and will prepare summative reports detailing:

- the alignment of the proposed degree program with the Academic Strategic Plan
- analysis of the resources requested
- the Council's recommendations

Councils may request feedback from the program/department and/or academic unit involved in the proposal process before submitting the council's recommendations.

Following the review, each council submits its report to the New Program proposal review shared folder and documents the recommendation on the New Proposal form in Curriculog.

By November 5, upon completion of their reviews, the Councils inform the following parties of their recommendations:

- Program/department faculty
- Academic Unit Curriculum Committee
- Dean
- Associate Vice President for Graduate Education
- Provost
- Senate Executive Board

Senate: The Senate Executive Board will then submit all information, including their own recommendation (optional), to the Faculty Senate. Faculty Senate members will be provided access to the shared folders with the New Graduate Program proposal and reviews.

The Faculty Senate may have up to two readings and votes on the proposal. Upon the final vote of the Faculty Senate, the Faculty Senate President will submit the recommendation for approval or disapproval in Curriculog and notify the Provost and all prior parties of the decision.

The Provost reviews the recommendations by the faculty senate, and if the Provost recommends the new degree program for approval, further reviews will be arranged by the following:

- Academic Committee of the Board of Trustees
- Finance Committee of the Board of Trustees
- Full Board of Trustees

While specific steps in the curriculum proposal process for new academic programs may be undertaken simultaneously, curriculum proposals for new degree programs will **not** be presented to the relevant Board of Trustees committees and the entire Board of Trustees until all required previous steps have been taken, consultations verified, and recommendations for approval or disapproval are made.

The Board of Trustees provides final approval on all new degree programs.

New Degree Program Proposal Content Guidelines

The proposal should consist of a 2 to 3 page executive summary that explains the high points of the proposed degree program and appendices that explain the details. Each appendix should begin with a brief narrative summary of its contents. The proposal should also include a table of contents corresponding to the requirements below.

Electronic copies of all required documents in the proposal sections (including all supporting documents) are placed in a shared folder created for the New Program proposal.

Links to the attachments and other required documents are provided by the Proposal Originator in Curriculog form.

Special requirements for Joint and Interdisciplinary programs and degrees require additional review and recommendations for approval by all programs and academic units involved. In order to provide for the appropriate approvers to be included in the proposal process and on the proposal form for signature, please work with the Office of Graduate Education to set up the appropriate customized form for acknowledgment of consultation and recommendations for approval from all parties for these proposals.

The detailed proposal documents should include the following sections addressing the questions below. The New Program proposal folder in the file-sharing system has subfolders for each category in which information should be uploaded:

- Executive Summary
- Appendix A: Program Description
 - Narrative
 - **Required** Assessment Information (PLOs, ALOAR/Sec. 1, Curriculum Map)
 - **Required** analysis of the Gainful Employment Rule
- Appendix B: Curriculum
 - General Curriculum Information
 - New Course Syllabi (separate file for each course)
 - Existing/Revised Course Syllabi (separate file for each course)
- Appendix C: Faculty
 - General Faculty Information
 - Faculty Curriculum Vitae (separate file for each faculty member)
- Appendix D: Library Information
- Appendix E: Information and Computing Resources
- Appendix F: Facilities:
 - Space allocation
 - Schedules
 - Other needs
- Appendix G: Staff and Administrative Support Needs

- Appendix H: Student Support Needs
- Appendix I: Projected 5-Year Budget
- Appendix J: Proposed 5-year plan with:
 - key program performance indicators (KPI);
 - program performance evaluation and assessment schedule;
 - teach-out plan in case of “soft” closure if KPI are not met.
- Memoranda regarding recommendations from:
 - Program/Department Faculty Representative
 - Curriculum Committee(s) governing the academic unit
 - Dean of the academic unit
 - Graduate Academic Council and, if necessary, Undergraduate Academic Council
 - Long Range Planning Council
 - Senate Executive Board (not required)
 - Faculty Senate President representing the Faculty Senate

Below is detailed information regarding what is required in each section and the Appendix of the proposal. If [WASC] is indicated, it refers to information required by the WASC Senior Colleges and Universities Commission for accreditation purposes.

Executive Summary (2-3 pages):

- Name of the proposed degree
- Rationale for why the degree is being proposed. Specifically, what need or purpose does the degree fill for the University, the academic unit, the discipline/field, and/or the student body?
- Explanation of how the proposed degree fits the needs of the University and how this program connects with the mission, purpose, and strategic plan of the University and with the strategic plan of the academic unit. [WASC]
- Summary of the reputational and financial impact of the proposed program on the University (Detailed information is to be provided in Appendices A and I)
- Name/position of the primary person overseeing the new program or degree. This includes the person or persons responsible for:
 - annual accreditation reports,
 - program reviews, and
 - contacting the Office of the University Registrar and the Office of Graduate Education for other program- and degree-related questions.
- If this is a joint or interdisciplinary degree:
 - identify which program/department will be responsible for annual accreditation reports and program reviews.
 - address how courses and programmatic changes are to be reviewed and approved. Unless special conditions exist, both academic units and programs/departments should be required to approve programmatic changes, both simple and complex, and this should be noted in this summary. It is possible that a separate Curriculum Committee should be established specific to this degree. If this is needed, explain why this is needed, and who will serve on this new Curriculum Committee.
- Summarize the demand for this degree, how the demand was determined, and what methods were used to collect evidence to support demand. The originator and program/department faculty and/or academic unit should conduct a needs assessment to

support the new degree program proposal, address these questions, and provide a summary. Add a summary explanation of how the program will fit into the revised Earnings Accountability & Student Transparency and Accountability Tracking System (STATS). (Detailed information is to be provided in Appendix A.)

Program faculty and/or administrators should consult with the Vice President and Dean for Enrollment Management for assistance in providing evidence and justifications for the demand for the degree. [WASC]

- Describe the targeted recruitment audience and processes for advertising and recruiting students. (Financial resources committed to marketing the program should be clearly explained in the budget in Appendix I). Program faculty should consult with the Vice President for Strategic Marketing and Communications on these matters and website design and maintenance. [WASC]
- Describe the admissions criteria and processes for admitting students. Program faculty should consult with the Vice President and Dean for Enrollment Management and the appropriate Graduate Admission staff.
- Discuss the planning process for the proposed degree, including who was involved – faculty, staff, students, alumni, community members, and others – in planning the new degree. Describe all of the constituents involved in the planning process.
- Discuss how the degree fits within the academic unit's current degrees. How will the proposed degree impact other degrees within the academic unit? (Detailed information is to be provided in Appendix C.) Does the degree replace other degrees offered by the academic unit? If so, the program/department and the academic unit must submit a concurrent proposal to close the degrees being replaced.
- Discuss how the proposed degree compares to other degrees identified by the academic unit and/or program/department in the discipline or field, and how the proposed degree compares to the standards and guidelines (if any) of disciplinary/professional associations in the field. If the proposed degree responds to recommendations and concerns identified in the program/department's last program review, identify the recommendation made.
- If applicable, explain the academic unit and/or program/department's plan for meeting professional accreditation and/or certification requirements and indicate the anticipated date of the accreditation request and approval.
- Discuss whether or not this New Program will result in a substantive change to WASC accreditation based on consultation with the Vice President of Institutional Effectiveness and Faculty Advancement and/or the Director of Accreditation & Assessment.
- If necessary (e.g., when the program is international or requires collaborating with other institutions), the originator and/or the program/department faculty must consult with the Office of the Executive Vice President/Chief Operating Officer and the Office of Legal Affairs to identify and resolve any potential legal issues, which should be discussed here.

Note: The information requested in the Executive Summary is to be provided in one file, and the information required in Appendices A through I, as described below, should be in separate files. In some cases (i.e., Appendix C, Faculty), the Appendix may be a folder containing separate files. Please review the file sharing system template and use appropriate naming conventions for any files created.

Appendices

Appendix A. Detailed Description of the Proposed Degree and Need for Program

- Describe the program need/rationale framed by the University's mission and strategic goals. [WASC]
- The originator and program/department faculty and/or academic unit should conduct a needs assessment that supports the new degree program proposal to address these questions and provide detailed information on the findings regarding the need for the program. Program faculty and/or administrators should consult with the Vice President and Dean for Enrollment Management for assistance in providing support for the demand for the degree.
- Describe the methods used to collect evidence (surveys, focus groups, documented inquiries, etc.) that support the enrollment projections and conclude that interest in the program is sufficient to sustain it at the expected levels. Evidence should demonstrate interest in this program, specific to the University, as well as broader trends and the employment outlook. Provide all evidence to support the addition of this program. [WASC]
- Provide an overall description of the program, including the alignment of the program philosophy, curriculum design, and pedagogical methods/instructional theory with the target population, modality, and degree nomenclature selected. [WASC]
- Describe the educational goals and objectives and program learning outcomes of the degree. Articulate how the curriculum is structured to achieve these goals and outcomes. Explain any special emphases or other curricular options in the proposed degree.
- Attach the Memo from the Vice President of Institutional Effectiveness and Faculty Advancement and/or the Director of Accreditation & Assessment regarding accreditation and assessment, verifying that consultation occurred on WASC substantive change and design of assessment processes.
- Attach the Memo from the Vice President and Dean for Enrollment Management regarding the conducted needs assessment, projected enrollment trends, and other reviewed data.
- Analysis of the program compliance with the revised Earnings Accountability & Student Transparency and Accountability Tracking System (STATS) rule: the program must demonstrate that the graduates (i) will be making more money than an adult in their state with a high school diploma and no postsecondary degree, and (ii) will afford their yearly debt payments.
Attach a Memo from the Vice President and Dean for Enrollment Management regarding the analysis and conclusions.
- Describe the New Program's impact on other degree programs at the University:
 - Reallocation of faculty, staff, or other resources from another program to the new program
 - Sharing of faculty, staff, or other resources with another program
 - Effect on student matriculation in the existing programs and enrollment in the existing courses
 - Potential involvement of the New Program's students in teaching and faculty research and creative activities
 - Describe potential interdisciplinary activities with existing programs

- Describe the New Program's impact on the University by answering these questions: will the new program be revenue-generating, and will it enhance the University's reputation locally, nationwide, and internationally? Provide justification for the answer.

Appendix B. Curriculum

- The total number of credits required for the degree.
 - The total number of core credits required for the degree.
 - List all core courses by catalog number, title, and credit.
 - The total number of elective credits required for the degree.
 - List elective courses by catalog number, title, and credits that can be used to satisfy the degree requirements.
 - Provide the number of required credits to complete the degree, the number of credits that may be transferred to Chapman from other institutions, and how transferability will be determined. [WASC]
- Provide updated course syllabi for all core courses in the proposed degree (the syllabi should be uploaded in a separate folder). Include draft syllabi for proposed new courses.
- Identify any new courses needed in the first year of the degree or after the first year. Provide catalog descriptions and objectives for all new courses.
- Identify all existing courses that will be substantively revised for the proposed new degree and describe these revisions.
- For a joint or interdisciplinary degree program, provide the following:
 - A description of a significant learning experience that integrates the curriculum across programs/departments and academic units.
 - A description of unifying seminars or courses that facilitate and encourage cross-curricular learning.
 - A description of teaching loads and credits for interdisciplinary courses, including where credits are distributed to academic units and programs/departments.
- Provide a summary of the curriculum offerings, describing the course schedule by term, year, and instructor. If courses from another program are used, provide evidence that the appropriate program chair/director has been consulted and agreed to include that course or courses in the new degree.
- Provide a study plan and the course sequence for students. The plan should demonstrate the sequence of required and elective courses to demonstrate a student's ability to progress through the curriculum. The plan should also provide a timeframe for completing all other program requirements within the expected degree completion time.
- For a research-based program with comprehensive or qualifying exams and/or theses or dissertations, provide a plan of the graduate student's progress milestones and statuses to monitor time-to-completion. The new program must (1) select the appropriate milestones, (2) set the order of the selected milestones, and (3) indicate the term (number) when the milestone is due. The template for the Milestones form is provided in the Appendix.
- Provide a draft of their graduate student's mentorship plan for a research-based program with a capstone, thesis, or dissertation requirement. The plan should specify appropriate activities at the program and university levels that aim to support students' professional and individual development, and provide a sample timeline for these activities. The template for the mentorship plan is provided in the Appendix.

- Describe any internship or residency requirement and monitoring procedures if an internship or residency is required. [WASC]

Appendix C. Faculty

- Provide a summary list of current faculty members who would teach/contribute to the proposed degree, including rank, appointment status, highest degree earned, date, and field of highest degree. Specifically, note any joint or dual appointments involving faculty teaching in the program.
- List the required positions for new hires.
- Discuss how the quantity and quality of existing faculty will support the proposed degree.
- Describe how the responsibilities and workload of current faculty will be allocated to support the proposed degree.
- Describe the impact on faculty workload that supports existing degrees and how the increase in workload will be accommodated.
- Describe additional faculty resources needed to support the proposed degree. Include additional full-time and part-time faculty. Describe the added teaching load and other faculty support. The costs of these additional faculty resources should be included in Appendix I, Projected Five-Year Budget.
- For a graduate degree with a thesis or dissertation requirement, specify how many faculty members will serve as dissertation or thesis mentors and readers/committee members. Faculty compensation (accounting for faculty load, providing exchange time or stipends) for such mentoring should be considered only for non-subsidized programs and warranted. If applicable, provide a rationale for the compensation and justify the costs of exchange time (specify the amount of exchange time per student mentored) or faculty stipends (specify the amount per thesis hour) for the mentoring. These costs should be included in Appendix I, Projected Five-Year Budget.
- In a separate digital file within this Appendix, provide faculty Curriculum Vitae for all existing faculty and any new hires expected, if known.

Appendix D. Library Resources

Consult with the academic unit or program/department's library liaison to determine library resources that are required for the new program or degree. Library personnel must verify that they were consulted.

- Describe how library resources will be used to support the curriculum. [WASC]
- Describe existing library resources that will support the proposed degree to determine the adequacy of library resources for the new program or degree.
- Describe additional library resources needed to support the proposed degree.
- Provide an estimate of the cost of these additional library resources in Appendix I, Projected Five-Year Budget.
- Attach a Memo from the appropriate library staff stating that consultation occurred on the needs of the new program for library resources.

Appendix E. Information and Computing Resources

Consult with the Office of Information Systems & Technology to determine the information and computing resources required for the new program or degree.

- Describe existing information and computing resources supporting the proposed degree or major.
- Describe additional information and computing resources needed to support the proposed degree. Provide an estimate of the cost of this additional information and computing resources in Appendix I, Projected Five-Year Budget.
- Attach a Memo from the Vice President for IS&T stating that consultation occurred on the needs of the new program for information and computing resources.

Appendix F. Instructional and Research Facilities and Equipment

- Describe existing instructional facilities and equipment that will support the proposed degree.
- Describe additional instructional facilities and equipment needed to support the proposed degree. Provide an estimate of additional instructional facilities and equipment costs in Appendix I, Projected Five-Year Budget. Include any anticipated custodial, overhead, maintenance, and repair expenses.
- Describe existing research facilities and equipment that will support the proposed degree. Include any anticipated maintenance and repair expenses.
- Describe additional research facilities and equipment needed to support the proposed degree. Provide an estimate of the cost of these additional research facilities and equipment in Appendix I, Projected Five-Year Budget. Include any anticipated custodial, overhead, maintenance, and repair expenses.

Appendix G. Staff and Administrative Support

- Describe existing staff and administrative support for the proposed degree.
- Describe additional staff and administrative support needed for the proposed degree. Provide an estimate of the cost of additional staff and administrative support in Appendix I, Projected Five-Year Budget.

Appendix H. Student Support/Resources

- Describe existing student scholarships and financial aid that will support the proposed degree.
- Describe additional student scholarships and financial aid needed to support the proposed degree.
- Provide a summary of teaching and research assistantships as well as fellowships that will be used to recruit and support graduate students.
- Provide an estimate of the cost of these additional student scholarships, fellowships, assistantships, and financial aid in Appendix I, Projected Five-Year Budget
- Attach a Memo from the Vice President for Enrollment Management stating that consultation occurred on the needs of the new program's financial aid resources.
- Provide an estimate of the needs for Graduate Student housing that will be used to recruit and support graduate students.

Appendix I. Projected Five-Year Budget

Consultation with the Assistant Provost for Academic Financial Operations should be completed prior to July 31 to develop the new program's proposed budget.

- Provide a five-year budget projection, including projected revenues and expenses for the proposed degree. The budget should be prepared using the *Budget Template for New Graduate Programs Form* found online through the link provided in the Appendix-Forms at the end of this Handbook.
- Include projected revenues for full-time and part-time student enrollments, tuition rate per credit, and tuition revenue. Growth should be projected over five years and reflected in the five-year budget.
- Determine the costs for faculty and staff, including projected salary increases and any costs required for replacing faculty in other programs. Include:
 - projected expenses for additional full-time and part-time faculty, salaries, and benefits
 - costs of faculty research start-up funds, teaching load, exchange time, stipends, and faculty support
 - additional library resources
 - information and computing resources
 - instructional and research facilities and equipment
 - staff and administrative support
 - student scholarships and financial aid
 - program start-up costs such as advertising or professional services
- Attach a Memo from the Assistant Provost for Academic Financial Operations stating that consultation occurred on the needs of the new program's financial aid resources and the proposed budget has been reviewed.

Appendix J. Five-Year Plan for Program Performance Review

Consultation with the Associate Vice President for Graduate Education should be completed prior to July 31 to develop the proposed 5-year review plan. The proposed 5-year plan must include:

- Key program performance indicators (KPI);
- Program performance evaluation and assessment schedule;
- Teach-out plan in case of “soft” closure if KPI are not met.

Board of Trustees New Program Proposal Presentation

Academic units submitting new program proposals that are recommended by approval by the Senate and the Provost are advised to prepare a presentation (e.g., using PowerPoint) for the Board of Trustees that summarizes the following points:

- The name and type of proposed degree.
- The academic unit and/or program/department offering the degree
- A rationale for offering the program or degree, including the projected demand/enrollments and the planning process that went into developing the new degree.
- A description of how the degree fits into the missions and strategic plans of the university, the academic unit, and/or the program/department
- A brief description of the degree, including its curriculum, faculty, and required resources.
- A summary of how the degree compares with existing relevant degrees at Chapman University or competing universities.

- Plans/timelines for implementation and for meeting any accreditation requirements.
- A summary of the five-year budget, including projected enrollments, revenues, and expenditures. The budget must be reviewed by the Long Range Planning Council, the Executive Vice President/Chief Operating Officer, and the Provost.

Upon occasion, the Board of Trustees may be informed of preliminary degree proposals before they are reviewed and approved by the Graduate Academic Council, the Long Range Planning Council, the Senate Executive Board, or the Faculty Senate. Presenters must clearly state the degree proposal's preliminary status when presenting to the Board. Only proposals that have received recommendations for approval from the Faculty Senate and the Provost should be presented to the Board of Trustees for a vote.