

## **New Emphasis or Credential**

A new emphasis, or credential may be added to an existing degree program. Chapman University policy regarding Graduate Program Emphasis:

*All organized subsections of a graduate program shall be named emphases. The number of credits in the new courses specific for the emphasis must not exceed 40 percent of the program requirement. There must be a minimum of 12 credits in the emphasis.*

The completed proposal should be uploaded to the shared folder created for the proposal by the Office of Associate Vice President for Graduate Education. The proposal documentation includes a completed New Graduate Emphasis or Specialization Form (in the [Appendix-Forms](#) section of this Handbook) and accompanying documents described below.

The information required for the proposals is listed in the form.

The deadline for filing a proposal for a new emphasis or credential to be added to an existing degree program is November 15.

The submission process requires consultation completed before the submission deadline (and documented on the proposal form) with the following:

- Associate Vice President for Graduate Education to ensure that academic policies are being followed in degree design
- Director of Accreditation and Assessment regarding accreditation and assessment issues

Recommendations on approval are required by the following before the submission deadline:

- Program/department faculty representative
- Academic Unit Curriculum Committee
- Dean

Proposals for new emphasis or credential are reviewed by the Graduate Academic Council. The final decision on approval is given by the Provost.