CHAPMAN UNIVERSITY

New Graduate Degree Proposal Form

Academic Unit:

Program/Department:

Originator/Person Responsible for New Degree Program Proposal:

Degree Name:

Area of Study or Emphasis (if applicable):

All consultations regarding new undergraduate majors, and graduate degree programs should begin by February 1, and be completed in time for submission to the academic unit faculty, curriculum committee chair and dean to review and make recommendations for approval by April 1. The completed form with all signatures is due to the Office of the Associate Vice President for Graduate Education by **April 1**.

Submit to the Office of the Interim Associate Vice President for Graduate Education (GradEd@chapman.edu), who will forward the signature form and provide access to the proposal to the GAC/LRPC and SEB for their review and recommendations. Access management will also be provided to Provost and Board of Trustees as needed.

**In the case of interdisciplinary programs, the proposal should be reviewed and required signatures submitted by the program/department faculty, the curriculum committees, and the deans of all the academic units which contribute to the program. Please use the Shared Courses Signature Form for additional signatures as required.

Please refer to the instructions for new program proposals in the *2024-2025 Curriculum Handbook*.

Beginning February 1 – Proposal - Executive Summary

All proposal documents are to be submitted via a Dropbox folder, or other file sharing system that is set up by the Office of the Interim Associate Vice President for Graduate Education. Please contact them immediately when you begin your new degree program proposal process so that they may set up and provide access to the degree program originator submitting documents for the proposal.

The detailed proposal should include the following sections that provide the information requested. Detailed information on requirements for each required proposal section is provided in the Curriculum Handbook under **New Graduate Degree Program Proposal Process**.

Required Information to be Provided in SharePoint file set up by Office of Interim Associate Vice President for Graduate Education for document submissions.

Template for the New Program SharePoint File Folders categories in which information is required:

- Executive Summary
- Appendix A: Description
    - Narrative
    - Required Assessment Information (PLOs, ALOAR/Sec. 1, Curriculum Map)
- 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 Needs
- Appendix G: Staff and Administrative Support Needs
- Appendix H: Student Support Needs
- Appendix I: Projected 5-Year Budget

**If needed, please attach the additional signature form for programs with shared courses.

Before March 31 – signature page for programs

Program/Department Faculty Representative	Recommended ☐ Not Recommended ☐
	Print Name
	Signature Date Memorandum provided: Yes____ No____
College/School Curriculum Committee	Recommended ☐ Not Recommended ☐
	Print Name
	Signature Date Memorandum provided: Yes____ No____
College/School Dean	Recommended ☐ Not Recommended ☐
	Print Name
	Signature Date Memorandum provided: Yes____ No____

Beginning February 1 – Consultation Checklist and Required Signatures

Associate Vice President for Graduate Education	Print Name Signature Date
Office of Strategic Marketing and Communications	Print Name Signature Date
Director for Academic Financial Operations re: budget	Print Name Signature Date
Director of Accreditation and Assessment	Print Name Signature Date
Vice President of Enrollment Management	Print Name Signature Date
Office of Admission	Print Name Signature Date
Library liaison or subject specialist	Print Name Signature Date
Vice President and Chief Information Officer	Print Name Signature Date

Beginning February 1 – Consultation Checklist and Required Signatures

Office of EVP/COO (if a new international or joint program with another school)	Print Name Signature Date
Office of Legal Affairs (if a new international or joint program with another school)	Print Name Signature Date

Beginning April 1 - Recommendation/Checklist and Required Signatures

Graduate Academic Council	Recommended ☐ Not Recommended ☐ Print Name Signature Date Memorandum provided: Yes____ No____
Long Range Planning Council	Recommended ☐ Not Recommended ☐ Print Name Signature Date Memorandum provided: Yes____ No____
Senate Executive Board Chair	Recommended ☐ Not Recommended ☐ Print Name Signature Date Memorandum provided: Yes____ No____
Faculty Senate, as represented by the Faculty Senate President	Recommended ☐ Not Recommended ☐ Print Name Signature Date Memorandum provided: Yes____ No____
Provost*	Approved ☐ Denied ☐ Print Name Signature Date

*If approved, the Provost will forward notifications to the following:

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