



NEW GRADUATE EMPHASIS, AREA OF STUDY, AREA OF SPECIALIZATION OR CREDENTIAL PROPOSAL FORM

School/Academic Unit:

Program/Department:

Originator/Person Responsible for Proposal:

Name of Program (if applicable) and New Emphasis, Area of Study, Specialization, or Credential:

A new graduate emphasis, area of study, area of specialization or credential can originate with faculty members or administrators.

The submission process requires timely consultation and consequent supporting documentation will ensure that the curriculum proposal is reviewed expeditiously. Consultation for graduate proposals should occur with the following, as appropriate:

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

Consultation is documented on the submission form.

The proposal for the new emphasis, area of study, area of specialization, or credential requires recommendations for approval from:

- Program/department faculty representative
- Academic unit curriculum committee
- Dean
- Graduate Academic Council

Any of the above may submit a memorandum accompanying their recommendation for approval, which is to be attached to the proposal.

Final approval is given by the Provost.

The deadline for filing with the Graduate Academic Council is November 15.

Please refer to the instructions for New Emphasis, Area of Study, Area of Specialization, or Credential proposals in the *2023-2024 Curriculum Handbook*, which is also provided below.

Proposal Information Required:

The proposal for a graduate emphasis, area of study, specialization or credential must include the following information:

- Full name of the emphasis, area of study, specialization or credential and academic unit and/or program/department proposing it.
- Term of first instruction.
- Catalog description.
- The learning outcomes of the emphasis, area of study, specialization or credential and curricular map for degree with new emphasis, emphasis, area of study, specialization or credential, together with a plan for assessing the learning outcomes.
- The need the emphasis, area of study, specialization or credential will fulfill.
- List the number of credits required. (Show that the emphasis will fall within credit requirements for emphases).
- Required courses.
- Elective courses.
- New courses that will need to be developed. In a separate digital file, provide course descriptions and syllabi for all new courses.
- Proposed schedule of course offerings.
- List current faculty members who would teach in the proposed degree or major. Give rank, appointment status, highest degree earned, date and field of highest degree. In a separate digital file, provide CVs.
- Additional resources needed (faculty, staff, equipment, library resources, budget).
- If internships are required, evidence of availability of appropriate internship sites.

The above information should be attached to the form below.

November 15 – Approval Recommendation Checklist and Required Signatures

Program/Department Faculty Representative	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name
	Signature _____ Date _____
Academic Unit Curriculum Committee(s) governing the program/department	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name
	Signature _____ Date _____
Dean	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name
	Signature _____ Date _____
Graduate Academic Council	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name
	Signature _____ Date _____
Provost	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>
	Print Name
	Signature _____ Date _____