**Graduate Studies Committee Guidelines Template for New Program Proposals**

**DRAFT**

The following guidelines will help expedite GSC review of new program proposals as they come forward. The approval process for graduate degree programs is outlined in Appendix 1.

New Program Proposals reviewed by GSC should include, when applicable:

1. Notice of Intent
2. Workbook 1 – Analyzing Library Capacity
3. Workbook 2 – Analyzing Demand and Cost
4. Proposal to Offer a New Degree Program
	1. Overview
		1. Program title, degree level, field
		2. CIP code
		3. Department, college
		4. Departmental contact
		5. Campus of origin
		6. Start date
		7. Method of delivery
	2. Department and Campus Mission Statement
		1. Alignment with the intentions of the department and campus
	3. Program Description
		1. Rationale
		2. Impact statement – what impact will the new program have on the different campuses? For example, ‘we considered how specific challenges (i.e., instructional resources, space, scheduling, library resources), either shared or unique to each of the four WSU campuses that confer the degree could impact or be impacted by any proposed change to the curriculum.’
	4. State Need and Student Demand for Program
		1. Marketing plan including target audience, expected student numbers and methods of advertising/promoting the program
	5. Student Learning Outcomes and Assessment
	6. Curriculum
	7. Uses of Technology
	8. Delivery Methods
	9. Students
	10. Faculty and Administration
	11. Facilities
	12. Finances
	13. External Reviews
	14. Appendices
		1. Student Learning Outcomes and Assessment
		2. Draft Budget
5. Syllabus for at least one proposed course

See <https://gradschool.wsu.edu/documents/2015/03/4-7-2015-ms-in-software-engineering-proposal.pdf> for example of completed New Program Proposal document

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| Required documents |  |  |
|  | Notice of intent |  |
|  | Workbook 1 – Analyzing library capacity |  |
|  | Workbook 2 – Analyzing demand and cost |  |
| Proposal |  |  |
|  | Overview |  |
|  | Mission statements |  |
|  | Program description |  |
|  | State need and student demand |  |
|  | Student learning outcomes and assessment |  |
|  | Curriculum |  |
|  | Uses of technology |  |
|  | Delivery methods |  |
|  | Students |  |
|  | Faculty and administration |  |
|  | Facilities |  |
|  | Finances |  |
|  | External reviews |  |
|  | Appendices |  |
| Syllabus |  |  |
|  | At least one proposed course (use course proposal template to evaluate) |  |

