

## TEMPLATE FOR PROPOSALS FOR NEW GRADUATE PROGRAMS

1. Proposed program title.
2. Authors of proposal, name of contact person, and contact information.
3. Proposed starting date.
4. Program summary (executive summary). Provide a brief description of the proposed program.
5. Rationale
  - a. Explain why this is an opportune moment for the creation of the program.
  - b. Describe the niche that the program will fill. Provide a list of similar programs from peer institutions. Describe how this program would differ from these programs (i.e., how is this program unique? Why should students want to come here as opposed to elsewhere?)
  - c. Explain how the program fits within the department's and the college's strategic plans.
  - d. Explain how the program fits with the University's mission.
  - e. State how this program will advance the University's academic standing.
  - f. Explain how other University needs may be met through the initiation of this program, and how this program may address deficiencies in current programs.
6. Student recruitment
  - a. State the size of the proposed program (i.e., the number of students in each incoming class).
  - b. Indicate sources of potential students from outside the University and from other programs within it (if applicable). Provide some quantifiable information, if available.
  - c. Explain how the program will enhance the diversity of the University.
7. Tuition and Fees
  - a. Confirmation Deposit: Indicate if a confirmation deposit is required. If a deposit is required, state the amount, and whether it is refundable.
  - b. Tuition Rate: Specify if the fee for the program will be standard tuition rate. Indicate how the fee will be charged.
  - c. Scholarships: Indicate if tuition scholarships will be offered and the source of funding for those scholarships.

- d. Health Insurance Subsidies: Indicate if health insurance subsidies will be offered.
8. Program Requirements
- a. Overview: Provide an overview of the program's requirements.
  - b. Coursework: Specify the number of credit hours of coursework required and specify the total number of credit hours required for graduation (minimum 30 for master's and 60 for Ph.D.). Indicate the total credit hours per term needed to be considered full-time status and the total credit hours per term to be considered less than half-time status. Identify the required course sequence and outline expectations/milestones for students term by term (i.e., when certain courses are taken, when coursework is completed, when candidacy examinations are taken). Identify and describe any new courses that will be taught. Describe how existing courses will be used in the degree program.
  - c. Examinations: Include the nature and timing of examinations for the program. For interdisciplinary programs, describe the composition of committees.
  - d. Theses and Dissertations: Include the nature and timing of required theses, dissertation proposals, and dissertations. For interdisciplinary programs, describe the composition of committees.
  - e. Indicate how this program will meet the expectations of providing a holistic education to graduate students. Include a discussion of training in pedagogy, grantwriting, ethics, conference presentation, and publishing. Indicate the extent to which students may utilize and/or benefit from the professional development opportunities offered by the Graduate School or by their department or college.
  - f. Identify any other degree requirements.
  - g. Indicate if the program will use the University's standard withdrawal policy.
  - h. Indicate when diplomas are to be awarded. (For graduate programs in the Colleges of Arts and Letters, Engineering, and the College of Science, The Graduate School holds one Commencement ceremony—in May. Students may participate in the May ceremony if they are receiving their diploma, or did receive it the preceding August or January.)
9. Learning Outcomes/Accreditation: Provide a concise statement of the learning objectives for the proposed degree program. A statement of learning objectives for each degree program is a requirement for accreditation of the University. If this degree program also requires separate accreditation, please indicate the accrediting body and provide a web address for the accreditation requirements for the degree. Address the extent to which professional development opportunities provided by the Graduate School or by the relevant department or college will help contribute to Learning Outcomes.
10. Placement: Provide an analysis of placement opportunities and the potential to place students successfully within those opportunities.
11. Faculty. A critical mass of faculty at appropriate ranks is necessary for all programs, and particularly for interdisciplinary programs.

- a. List the names and credentials (including rank) of all faculty involved in teaching courses and advising students in the program. Also identify their area(s) of interest and state what each will bring to the program.
  - b. For interdisciplinary programs, demonstrate adequate representation of faculty from all departments involved and provide a letter of support from the chair of each department demonstrating the chair's understanding of the expectations of the program—particularly the expectation that the faculty will be available to teach courses on a regular basis.
12. Governance: Describe the governance structure, including the nature of the director's position, the composition of the governing committee and its major tasks.
13. Library: Provide an assessment of the quality of the existing library resources for the program. Indicate additional library resources necessary to provide a minimum quality program. If additional resources are necessary, provide a plan, with dollar amounts, for acquiring these resources within a specified time frame. Include a letter from the director of University Libraries that contains a commitment to a certain dollar amount.
14. Physical facilities
- a. Show that adequate classroom, laboratory, storage and office space will be available to support the program without creating a hardship on any existing program or hampering the program once established.
  - b. If laboratories will be required, describe what current arrangements exist for such facilities.
  - c. If additional facilities are required for the program, identify them and their cost. Provide a letter from the director of the appropriate unit that contains a commitment to providing new facilities.
15. Equipment
- a. Identify existing instructional equipment that will be available to support the needs of the program and show how this equipment can be diverted for use without hindering existing programs.
  - b. If new equipment is necessary, identify it and the costs. Provide a letter from the director of the appropriate unit that contains a commitment to providing that equipment.
16. Proposed budget

From the above, summarize the cost of the program and identify resource commitments.

The proposed budget should include tuition and stipend needs, staffing, academic support, maintenance and operation, library resources, equipment and facilities. There must be a specific budget figure for every resource requested.

Identify internal resource commitments (e.g., from one or more departments, from the deans, etc.) and provide letters of support containing express commitments and exact dollar amounts from

each unit pledging support. If existing resources will be reallocated to support the new program, the letters should describe how existing programs will be affected by the proposed reallocation.

Provide an analysis of potential sources of external funding and a record of any attempts to procure it.

Indicate if there is a revenue sharing expectation for the program.

17. Program review. All new programs will be subject to regular schedule of reviews. Provide a statement of assessment strategy.
18. Academic Code. Select the appropriate Academic Code that will govern students in the program.

Graduate School:

<http://graduateschool.nd.edu/about-the-graduate-school/print-materials/>

Architecture:

[http://architecture.nd.edu/assets/108634/2013\\_14\\_graduate\\_architecture\\_handbook.pdf](http://architecture.nd.edu/assets/108634/2013_14_graduate_architecture_handbook.pdf)

Law School:

[http://www3.nd.edu/~ndlaw/currentstudents/hoyne/hoyne\\_code\\_brochure.pdf](http://www3.nd.edu/~ndlaw/currentstudents/hoyne/hoyne_code_brochure.pdf)

Mendoza College of Business:

[http://business.nd.edu/MBA/Academics/Academic\\_Policies/](http://business.nd.edu/MBA/Academics/Academic_Policies/)

19. Cover Page and Approval Form

- a. Each proposal must contain a *cover* page (template at [https://graduateschool.nd.edu/assets/32678/info.faculty.major\\_programs\\_cover.pdf](https://graduateschool.nd.edu/assets/32678/info.faculty.major_programs_cover.pdf)) that includes the necessary contact information.
- b. The proposal must also contain an *approval routing form* (<https://graduateschool.nd.edu/resources-for-facultystaff/>)  
On it, the proposers and the Graduate School will collect names, signatures, and dates that indicate approval, in the proper sequence of the relevant department chair, center or institute director, College Council(s), the Dean of the Graduate School, and the Academic Council (including chairs of the Advanced Studies Committee and Executive Council, as well as the chair of the Academic Council, who is the President of the University).

Demetra Schoenig, advisor and executive administrator in the Graduate School and the Provost's office, will shepherd proposals through all stages of approval. Please contact her at [Schoenig.2@nd.edu](mailto:Schoenig.2@nd.edu) or 1-7633 with any questions.

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*While preparing their proposal, proponents of a new program should also consider the list of IMPLEMENTATION DETAILS, below. This list provides the Registrar, Offices of Financial Aid and Student Accounts, and the Office of Budget and Planning with the information they need for admitting*

*and registering students once the program is active—for example, making sure the appropriate program codes are set up, admissions/recruitment lists are populated, write-ups completed for websites and the Bulletin, etc. While the answers to all questions (for example, the name of the Director of Graduate Studies) need not be known at the time the proposal is submitted, implementation will occur more speedily if program proponents understand some of the practical information needed for coding a program so that, once the program is approved, students can be recruited, admitted, and registered for classes as smoothly as possible. Proposers are encouraged to look through these points during program development in case they influence program design.*

## **IMPLEMENTATION DETAILS**

Once a program is approved, the contact person will need to submit the following information to [budget@nd.edu](mailto:budget@nd.edu), with a copy to Demetra Schoenig ([dmith30@nd.edu](mailto:dmith30@nd.edu)) in the Graduate School.

### **(1) For the Graduate School**

#### **Contact:**

Demetra Schoenig, Advisor and Executive Administrator, [dsmith30@nd.edu](mailto:dsmith30@nd.edu), 631-7633

Program Administrator Name, email and phone

Program Contact Name, email and phone (if different than administrator)

Final approved program proposal

### **(2) For the Offices of Financial Aid and Student Accounts**

#### **Contacts:**

Mary Nucciarone, Associate Director, Financial Aid, [Mary.B.Nucciarone.2@nd.edu](mailto:Mary.B.Nucciarone.2@nd.edu), 631-6436

Charlie Castline, Asst. Director, Student Accounts, [Charles.J.Castline.1@nd.edu](mailto:Charles.J.Castline.1@nd.edu), 631-7113

#### **Questions for Financial Aid and Student Accounts in Creating New Program:**

- Level of Degree
  - Undergraduate
  - Graduate
  - Professional – Law/MBA
- Degree Title
  - College
  - Program
- Dates
  - Length of Degree Program (i.e. 2 semester, 2 years, etc.)
  - Standard time to completion for this degree (i.e. two years, one semester, etc.)
  - Program Semester Start Date (i.e. Fall (preferred), Spring, Summer)
    - Class Dates are preferred to follow University Academic Calendar

- If not, specify first class date/last class date for each Academic Year/Semester
  - What is the official program start date (not the first class of the program)
- Financial Aid Eligibility
  - Recognized program by the institution
    - Degree
    - Certificate (if eligible)
- Location
  - Is this program a study abroad program?
  - Is this program considered distance education?
    - Distance Education refers to any mode of instruction in which there is a separation, in time or place, between the instructor and student.
- ED's eligibility regulations define two types of distance education:
  - Correspondence courses (including some courses offered on video cassettes), and
  - Telecommunications courses offered via television, audio or computer (including the Internet)
- A school may not refuse to provide FSA funds to a student because he or she is enrolled in correspondence or telecommunications courses unless the courses are not part of an eligible program.
- Withdrawal Policy:
  - If different from the Standard University/Federal Withdrawal Policy, specify policy (must fit Federal Guidelines)

### **(3)For the Office of the Registrar**

#### **Contacts:**

Chuck Hurley, Associate University Registrar, [hurley.32@nd.edu](mailto:hurley.32@nd.edu), 631- 7495

Chris Temple, Assistant Registrar, [temple.6@nd.edu](mailto:temple.6@nd.edu), 631-5598

#### **Questions for Registrar In Creating a New Program:**

- What should the degree, major, minor or concentration code be?
- Will the program utilize the institution's traditional terms?
- What are the program's degree requirements?
- Does this program replace another program that should be deactivated?

### **(4)For the Offices of Provost, Budget and Planning and Controller [budget@nd.edu or 101 Brownson Hall]**

#### **Contact:**

Tracy Biggs, Director of Budget and Planning, Provost, [Tracy.A.Biggs.7@nd.edu](mailto:Tracy.A.Biggs.7@nd.edu), 631-5659  
Missy Little, Assistant Director, [mlittle3@nd.edu](mailto:mlittle3@nd.edu), 631-7102  
Jason Little, Assistant Controller, [Jason.Little.12@nd.edu](mailto:Jason.Little.12@nd.edu), 631-3579

### **Questions for Budget in Creating New Program:**

- If the cost does not follow the standard tuition rate for UG, GRAD, MBA, LAW, please specify total tuition and fees per term/per credit hour (prior approval is needed).
  - **INTERNAL NOTE: If standard rates approved in the annual budget process will be used, Office of Budget and Financial Planning needs to add the contact person for this program to our annual contacts in the Rate Sheet process to let them know when the new rates are approved.**
- What will be the process for updating this fee annually? (unless there is a reason otherwise, the preferred method would be to update this fee for the next fiscal year each October as a part of the annual budget process)
- Confirmation Deposits
  - Will this new program require a confirmation deposit?
    - If so, to which org and account will they be recorded?
    - Will there be a refund available for these payments?
      - If so, what are the timeframes and conditions?
- Where does this program report (i.e. which college or school) and what type of account structure will be needed for this program?
  - Does more than one college need access to the financial information for this program?
  - What are the existing org(s) that will be used for this activity?
  - Do new org, new accounts for revenue, or any new activity codes need to be created?
  - Within the unrestricted fund or restricted?
  - How will flow of funds work?
    - When revenue is received, where will it be credited (list FOAPAL)?
    - Will there be a need to transfer funds to accomplish any revenue sharing?
    - Where will expenses be charged (list FOAPAL)?
    - Is there a need for an activity code to separate this expense from other expense in an existing org?
    - Where will scholarships, health insurance and stipends be charged, if applicable (list FOAPAL)?
- How many people do you expect in this program (initially and when fully launched)?
- Is this program housed within the Graduate School or working collaboratively with the Graduate School but housed within another college?
  - Are there expectations of stipends or health insurance?
    - If yes, are there expectations that these costs will be supported by the graduate school?
  - Does the application flow through the Graduate School?
    - If so, this affects timing of pushing students to Financial Aid and Student Accounts. Will this timing effect the decisions for your program?

- Are they paying a Graduate School application fee?
- If a course is being taught by non-Notre Dame faculty and the student is receiving credits, is an appropriate contract in place that has been approved by Legal and signed by an authorized signer?
  - Questions on whether a contract is needed or for a list of authorized signers, please contact the Office of Budget and Financial Planning.

NOTE: If revenue sharing is applicable for this program, the tuition revenue transfer for dual-degree students will be handled based on the student's primary classification, and the two programs must coordinate any revenue splits outside the central revenue sharing process.