

PROGRAM PROPOSAL CHECKLIST:

1. Signatures (Proposer/Subcommittee Representative/Dean) _____
2. Sequential page numbers on all pages and appendices/attachments _____
3. Letters of consultation¹ _____
4. Graduate Bulletin copy _____
5. Library consultation _____
6. Impact on other programs _____
7. Faculty resources² _____
8. Technology requirements _____
9. Proposed changes highlighted for clarity _____

COURSE PROPOSAL CHECKLIST:

1. Signatures (Proposer/Subcommittee Representative/Dean) _____
2. Sequential page numbers on all pages and appendices/attachments _____
3. Letters of consultation¹ _____
4. Impact on other courses _____
5. Library/Technology requirements _____
6. Course description does not exceed 20 words _____
7. Abbreviated title does not exceed 18 characters _____
8. Course outline _____
9. Evaluation methods _____
10. Proposed changes highlighted for clarity _____

¹Consultation with Appropriate Units/Programs (Cognate Review) - The unit/program originating the proposal should consult with all units/programs with a known interest in the subject field, not simply those in the same college. The purpose of cognate review goes beyond assuring that other units or programs that may be impacted by a proposal are notified and given the opportunity to evaluate the proposal, delineate potential problems and/or inform of possible duplication of effort. There are many potential benefits to alerting units where appropriate faculty expertise may provide useful, constructive feedback on content, identify areas for collaboration, and even broaden the scope of prospective students who would enroll in the course or program. In addition to letters of consultation/cognate review that proposers provide at the time of submission of a proposal, the Office of the Dean of the Graduate School, as well as members of Graduate Council or its relevant committees (e.g., Subcommittee on New and Revised Programs and Courses) may request additional letters at their discretion and judgment.

²Faculty resources include the number of graduate faculty involved in the proposed program, their respective rank, and current instructional workload. Indications of how the current faculty will absorb the additional workload, and any impact on other instructional programs in the unit should be provided, as well as any future commitments for expanding the faculty size or other strategies to meet increased demands in the future.