

Georgetown University
Graduate School of Arts & Sciences

**PROPOSAL FOR
NEW OR MODIFIED GRADUATE PROGRAM**

[NAME OF PROPOSED/MODIFIED PROGRAM]

[NAME OF DEPARTMENT OR ACADEMIC UNIT]

[NAME OF CHAIR OR DIRECTOR]

[NAME(S) OF ADDITIONAL DEPARTMENT(S) IF APPLICABLE]

[NAME(S) OF ADDITIONAL CHAIR(S) IF APPLICABLE]

[PROPOSED START DATE]

I. PROGRAM OVERVIEW

A. Identity. Describe the intellectual identity of the proposed program and explain why Georgetown should offer it. Refer to institutional strengths, disciplinary trends, synergy with existing programs, and/or institutional strategic priorities.

B. Impact. Describe the contributions the proposed program will make to graduate education and research at Georgetown. Assess any potential negative impact on existing programs at Georgetown. Place the program into the context of graduate study regionally/nationally/internationally, as appropriate. What is the relationship of the proposed program to undergraduate education?

C. Market. How large is the program anticipated to be, at start up and at full operation? From what other programs serving current students, or from what new pools of potential students is the new program expected to draw? What are the qualifications required of applicants? What types of academic or professional careers are graduates likely to pursue?

II. COURSE OF STUDY

A. Description. Provide a full description of the proposed program, as it would appear in the Graduate Catalog. Include the degree(s) proposed, the name of the degree program as you wish it to be officially listed, educational objectives and any proposed areas of concentration. Include program requirements for the degree, number of credits required (with and without thesis/dissertation, if applicable), qualifying exams required (GRE, subject tests, etc.), required preliminary exams, comprehensive exams, proposal and/or final defenses. Describe any selective admissions policy or special criteria for students applying to the program. List application deadlines and terms available for admittance. Estimate the number of seats you will recruit for the first year (and future years, if different), and how many total students the program will have active once the new program is mature. Examples can be found at http://grad.georgetown.edu/pages/graduate_programs.cfm

B. Course Requirements. List the courses (number, title, semester credit hours) that would constitute the requirements of the proposed program. Identify those courses that will be new or considerably modified and provide a course description for each. Include a sample student's program (sequence of courses, by semester).

III. PROGRAM OUTCOMES AND ASSESSMENT

List the program's learning outcomes and how they will be measured. Include a general assessment plan, with a timeline, and indicate who will be responsible for its implementation [This could be the chair, director of graduate studies, faculty committee, or other group.]

IV. FACULTY AND ORGANIZATION

A. Oversight. Who will provide academic direction and oversight for the program? [This could be a department, a departmental sub-group, a list of participating faculty members, or some other defined group.]

B. Resources. Describe, in detail, the number of faculty required to deliver the program and their qualifications. Highlight any new faculty needed.

C. Cooperative Arrangements. If the program is, by its nature, interdisciplinary and not to be staffed and administered by a single academic unit, provide details of its administrative structure. This should include at least the following:

- i. Participating departments.
- ii. Academic home and reporting relationship of the program director.
- iii. Composition and authority of faculty oversight committee. How are members appointed to this committee?
- iv. Process for assigning faculty to needed courses, and agreements with departments for releasing faculty or for allowing faculty overload.
- v. Agreements for student financial support.

V. COMPETING PROGRAMS

A. Local and Regional. Describe those programs in the Washington, DC area against which the proposed program will compete for students. Describe the unique competitiveness offered by Georgetown.

B. National and International. If the program is intended to be competitive for students nationally and internationally, describe why Georgetown's program will be attractive to a diverse pool of domestic and foreign students.

VI. COMMITMENT TO DIVERSITY

Identify specific actions and strategies that will be utilized to recruit and retain a diverse student population for the program.

VII. LIBRARY AND TECNOLOGY IMPACT STATEMENT

See guidelines at http://grad.georgetown.edu/pages/new_program_proposals.cfm

VIII. REQUIRED PHYSICAL RESOURCES

A. Additional Resources. Describe any additional facilities, facility modifications, and equipment that will be required. This should include faculty and staff office space, laboratories, special classrooms, computers, etc.

B. Existing Resources. Describe the impact, if any, on existing facilities and equipment. Examples are laboratories, computer labs, general purpose and specially equipped classrooms, and access to computer servers.

IX. FINANCIAL PLAN

Develop a five-year financial plan for the proposed program encompassing personnel and student support costs. Include a budget justification and explain, in detail, the assumptions used to project revenues and expenses. Explicitly identify any new financial resources needed and how they will be provided. Use the program budget worksheet available at http://grad.georgetown.edu/pages/new_program_proposals.cfm

X. LETTERS OF SUPPORT

Include letters of support from all relevant department chairs and program directors. A letter of support from the relevant college/school dean (or administrative equivalent in the medical center) should also be included.