

Procedures for Submitting Proposals and Program Policy Statements to the Graduate Studies Committee

These guidelines are developed to address the submission process for:

- 1) Change in the academic, curriculum or admission requirements of a current graduate program
- 2) Request for the establishment of a new graduate program

Step 1. Hold preliminary discussion of the proposal with the Assistant Provost for Graduate and Professional Education.

Step 2. After the approval at the College level, submit the proposal to the Assistant Provost for Graduate and Professional Education who will review the proposal along with the Chair of the Graduate Studies Committee. The proposal must include the Academic Approval Form. <http://www.udel.edu/facsen/forms/checklist2004.doc> (For new programs, the proposal must include a memo from the Dean with regard to the support of the new program.)

Step 3. The Chair of the Graduate Studies Committee will notify the originator of the proposal to attend a Graduate Studies Committee meeting so as to discuss the rationale and demand for the program, and answer questions of the Committee.

Step 4. The Graduate Studies Committee will forward to the Faculty Senate Office the proposal, the Academic Approval Form, and its recommendation to be given to the Faculty Senate Coordinating Committee.

Step 5. The Faculty Senate Coordinating Committee sends the proposal forward through the appropriate Committees of the Senate and Board of Trustees for final action.

Note: Refer to the Faculty Senate Approval Process for Provisional and Permanent Academic Programs for further information:

<http://www.udel.edu/facsen/course/index.html>