I. Proposal Components

- Cover Page
- Executive Summary
- Rationale
  - What is the rationale or justification for the proposed program?
  - What are the strengths of the proposed program?
  - How distinctive is the proposed program from others currently offered at Loyola University Chicago?
- Market
  - What is the market for the proposed program? (Include both external and internal markets in your discussion. Indicate what new markets the proposal attracts.)
  - What information suggests that the proposed program will attract significant numbers of prospective students?
- Benchmarks
- Relationship to the current University Strategic Plan (2010-2015)
  - Overview.
  - Tie to specific strategies and tactics.
- Admission Requirements
- Curriculum
  - Describe the proposed program’s learning outcomes (knowledge, skills, dispositions, values, experiences).
  - Summarize the curriculum (include a proposed curriculum worksheet) and indicate what new courses, if any, will be necessary for the proposed program.
  - Where will students develop their research skills and methods?
  - How will ethics be learned in the proposed program?
  - How will students encounter the central values of a Jesuit education?
  - Describe any multi-disciplinary contributions of the curriculum.
  - How will learning outcomes be assessed in the proposed program?
  - Provide a sample program for a fulltime student and a part-time student.
- Graduation Guidelines (if a dual program)
- Implementation
  - Describe the plans for implementation of the proposed program.
  - Which unit will administer the proposed program?
  - What is the timeframe for full implementation of the proposed program?
- Resources
  - Describe the resources needed to support the proposed program (e.g., faculty, support staff, facilities, laboratory space, equipment, library holding, digital/media requirements).
  - Prepare a budget showing expected revenue and expenses for the first three years of the proposed program.
• Letters of Support
• Appendices

II. Process

• Proposal developed
• Review/Comments by Associate Dean, LSC – Revision if necessary
• Graduate School Curriculum Committee (LSC or HSD)
• Council of Graduate School Programs
• Graduate Studies Coordinating Board
• Provost