New Graduate Program/Certificate Proposal Guideline Template

1) General Name of Proposed Program/Certificate
   a) Degree(s)/Certificate to be offered:
   b) Number of credits (new masters programs minimum of 30 credits and certificates a minimum of 9, maximum of 18)
   c) Can this program/certificate be completed by students as:
      • Part of Graduate Program
      • Stand Alone Program
   d) Is the program offered in conjunction with other colleges and/or departments? If yes, please list.
   e) What is the method of delivery of the program (face to face, online, or hybrid)
   f) Target Audience

2) Rationale
   a) Rationale or justification for the proposed program.
   b) Strengths of the proposed program.
   c) Describe how the proposed program/certificate is distinct from others presently offered at LUC.

3) Strategic Contributions
   a) Alignment with the goals of the University Strategic Plan 2020.
   b) Alignment with the goals of the academic unit’s strategic plan.
   c) Describe how this initiative helps LUC and your academic unit to become more diverse, equitable, and inclusive.
   d) Describe what impact if any the new program/certificate will have on existing degree programs.

4) Market Analysis
   a) A market analysis should be conducted through LUC’s Enrollment Systems Research and Reporting/Enrollment Management (theuer@luc.edu).
   b. The market analysis will include the following:
      i) Discussion of new external and internal markets for the proposed program.
      ii) Information supporting that the new program will attract significant numbers of prospective students who would not have otherwise applied to LUC.
      iii) Enrollment projections for the first three (3) years.
      iv) Tuition pricing analysis and projections

5) Curriculum
   a) Admission requirements for program.
   b) Program outcomes clearly defined (knowledge, skills, dispositions, values, experiences)
   c) Expected time to degree/certificate completion.
   d) Describe how students encounter the central values of Jesuit education as elucidated in the document “Transformative Education in the Jesuit Tradition”.
   e) Curriculum
i) Overview
ii) New and existing courses—descriptions and outcomes (for new courses provide a model syllabus). If an existing course is now being delivered in a different method (e.g., online), please specify.
iii) Total credit hour requirement.
iv) Describe how students will develop research skills and methods appropriate to this program.
v) Is there a capstone experience? Please describe. (e.g., internship, practicum, capstone seminar, thesis, etc.)
vi) Outline the advising plan for the program.
f) Describe any interdisciplinary contributions to the curriculum (e.g., School A or Department B will support this program with X courses). Include letters of support.
g) Assessment of student learning outcomes.

6) Implementation Plan
   a) Timeline
   b) Academic unit administering program

7) Evaluation Plan
   a) Program/certificate evaluation. What evaluative criteria will be used to determine the continuation of this program?
   b) Gainful Employment: What are the employment prospects of graduates of this program and/or certificate?

8) Resources
   a) Describe resources needed to support this program (e.g., faculty, staff, facilities, laboratory space, equipment, software, library holdings, marketing etc.). Separate existing resources and new resources as well as permanent source versus temporary source funding.
   b) What new permanent expenses are associated with the program?
   c) Prepare a 3-5 year revenue and expense summary using the New Program Budget Template and submit along with the proposal to the Associate Dean.


10) Accreditation. Complete the next portion only if your certificate program has an external certifying accrediting body. Include the following:
    a) What agency?
    b) Does this body set standards for accreditation of the program?
    c) Is there a review process/site visit?
    d) Does this body set standards for awarding of the certificate to students?

11) Letters of Support from Dean(s) of School(s) submitting the program to the Graduate School