

**MONTCLAIR STATE UNIVERSITY**

**PROPOSAL FOR A NEW GRADUATE DEGREE PROGRAM**

**Submission Deadline:** Submissions for a new program must be received by The Graduate School by November 1 in order to take effect the following academic year. Approval for new degree programs requires approval from the NJ Presidents' Council, following the University's approval process.

Proposer's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

College: \_\_\_\_\_

Department: \_\_\_\_\_

Title of proposed program: \_\_\_\_\_

Proposed degree designation (e.g., MA, MAT, etc.): \_\_\_\_\_

**Approval Signatures**

\_\_\_\_\_  
Chairperson, Department Curriculum Committee \_\_\_\_\_ Date

\_\_\_\_\_  
Chairperson, Department/Program Director \_\_\_\_\_ Date

\_\_\_\_\_  
Chairperson, College/School Curriculum Committee \_\_\_\_\_ Date

\_\_\_\_\_  
Dean, College/School \_\_\_\_\_ Date

\_\_\_\_\_  
Chairperson, Teacher Ed. Policy Cmte/Teacher Certification Officer \_\_\_\_\_ Date  
***(only for programs leading to NJ State Certification)***

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**At this point, forward the proposal to The Graduate School**

\_\_\_\_\_  
Chairperson, Graduate Council \_\_\_\_\_ Date

\_\_\_\_\_  
Dean, Graduate School \_\_\_\_\_ Date

\_\_\_\_\_  
Provost/Vice President for Academic Affairs \_\_\_\_\_ Date

### **Additional Approval Signatures**

Signatures of acknowledgement from the chairperson(s) of the department(s) in which collateral courses are housed (if applicable). A course is considered collateral if it housed in a department that is different from the one proposing the alteration. Copies of email exchanges between faculty proposers and chairpersons are acceptable.

_____	_____	_____	_____
Dept. Chairperson	Dept. Name	Collateral Course #	Date
_____	_____	_____	_____
Dept. Chairperson	Dept. Name	Collateral Course #	Date
_____	_____	_____	_____
Dept. Chairperson	Dept. Name	Collateral Course #	Date
_____	_____	_____	_____
Dept. Chairperson	Dept. Name	Collateral Course #	Date

### **Required Narrative**

***This form must be accompanied by a detailed narrative that includes the following sections:***

1. **Objectives.** Briefly summarize the program, its rationale, and indicate its objectives, e.g., the nature and focus of the program, the knowledge and skills students will acquire, any cooperative arrangements with other institutions or external agencies in offering the program. State whether the proposed program exceeds the programmatic mission of the University
2. **Evaluation and Learning Outcomes Assessment Plan.** Evidence should be provided that appropriate evaluation and learning outcomes assessment plans are in place to measure the effectiveness of the program. Present a concrete plan for evaluating the program in terms of curricular design, student achievement, program success, and stakeholder satisfaction. Describe who is responsible for oversight of the assessment and evaluation, including collection, analysis, and use of results to improve the curriculum. In the case of accredited programs, an explanation of how accreditation standards and processes inform the assessment plan should be provided. Please consult the New Jersey Presidents' Council AIC Manual for examples.
3. **Relationship of the Program to Institutional Strategic Plan.** Please refer specifically to the University's current Strategic Plan. The section should also discuss the program's effect on other programs at the University.
4. **Need.** Provide justification of the need for this program.
  - a) If the program falls within the liberal arts and sciences and does not specifically prepare students for a career, provide evidence of student demand and indicate opportunities for students to pursue advanced study (if the degree is not terminal with regard to further education)
  - b) If the program is career-oriented or professional in nature, provide evidence of student demand, labor market need, and results of prospective employer surveys. Report labor market need as appropriate on local, regional, and national bases. Specify job titles and entry-level positions for program graduates, and/or indicate opportunities for graduates to pursue additional studies.
  - c) Describe the relationship of the program to the University's master plans and priorities.
  - d) List similar programs within the state and in neighboring states and compare this program with those currently being offered.
  - e) For doctoral programs only, supply a select list of distinguished programs nationally in this discipline.
5. **Students.** Estimate anticipated enrollments from the program's inception until a steady state or

optimum enrollment is reached.

6. **Work Program.** Provide an outline of the curriculum, including a list of the proposed courses and credits per course. Indicate the total number of credits in the degree program. Course titles with course descriptions should also be included the narrative.
7. **Consultant's Report and Institutional Response.** Please review the New Jersey Presidents' Council AIC's guidelines on the selection of the consultant. The College's Dean's Office should be involved in the selection process. The written report must be a thoughtful and thorough analysis of the quality of the program, not merely a detailing of the specifics of the proposed program. The report must include the following sections and answers the questions posed. The narrative of the report should cover the following areas: objectives, need for the program, educational programs, students, faculty, support personnel, finances, physical facilities, library, computer facilities, administration, and evaluation. For more detailed instructions refer to the New Jersey Presidents' Council AIC Manual. The Consultant's Report and Institutional Response are not required when the proposal is being reviewed prior to the College's Dean's Office. However, both are required in order for the proposal to advance from the College's Dean's Office.

**Budget Worksheet.** It is recommended that a draft of the budget worksheet be submitted to the Department Chair concurrently with the proposal. A signed budget worksheet from the College's Dean's Office is required in order for the proposal to be advanced to the Provost's Office.

**Note: All new or altered courses for a program must be fully approved before the program can be offered.**