TEMPLATE FOR SUBMITTING A NEW GRADUATE PROGRAM

Prior to the submission of a proposal for a new graduate program, the program developers should meet with the Dean of the Graduate School to discuss their ideas informally, and to review the steps described below for proposal development.

1. **Cover Letter**. Justify the proposed program by stating its objectives, how the program relates to existing programs at Wake Forest University (all campuses) and how it compares to other programs nationally. Include a proposed starting date and the contact information for the director.

2. **Marketing and recruiting plans**. Describe the targeted applicant pool, planned recruiting materials, plans to create diversity, admission standards, and the financial support available or planned for such recruiting efforts.

3. **Detailed description of program**
   a. Justify the need for the proposed program from the point of view of prospective students, the University, and the potential employers of the graduates.
   b. Provide the qualifications and abbreviated vitae (four pages or less) of the participating faculty and the person(s) to serve as the initial program director(s).
   c. Give the proposed size of the program (students, faculty, and administrative staff) and their current sources of support.
   d. Describe any new additions to the physical facilities and equipment required, and the necessary library and technical resources.
   e. Outline the plan of study and several, illustrative timetables for coursework, and other activities that are required for students to complete the program.
   f. Describe the curriculum. Include course descriptions and sample syllabi for all required and elective courses. Indicate whether new courses (or sections) are required to meet enrollment needs and if so, the sources of support for additional faculty effort and other required resources.
   g. Describe the processes for advising, supervision of research, monitoring of students, mentoring, and professional development and ethical training for students enrolled in the program.
   h. Provide a copy of the program's Student Handbook or describe the plans for creating such a handbook and/or other processes to ensure that this will be in place by the time the students matriculate into the program.
   i. Describe the standards of the program for retention, candidacy, and graduation.
   j. Describe the process for tracking and evaluating the success of the program.
   k. Describe plans for implementing improvements in the program.

4. **Accrediting body**. Provide information about the accrediting body, if such an organization exists for the program.

5. **Budget**. Submit the yearly operating budget for the program and the committed source(s) of funds in each category. Include the percent effort for program director, faculty, and departmental or other administrative support; sources of tuition (students, employers, faculty grants, tuition scholarships); sources of stipends (training grants, graduate fellowships, faculty grants, student assistantships); recruiting costs; curriculum costs; and any other expenses. Include a budget justification that explains the need for each item and the basis for assigning costs.

6. **Letters of support**. Submit letters to document the need for the program as well as letters of commitment and/or financial support from faculty, departments, deans, and the ZSR or Coy Carpenter Library. Letters from external sources may be included.

7. **Approval process.** The completed proposal is submitted to the Dean, who then submits it to the Graduate Council for approval. If approved, the proposal is submitted to the Graduate Faculty and then to the Provost and Dean of the Medical School for approval. Final approval must be provided by the Board of Trustees and, if necessary, the Southern Association of Colleges and Schools (SACS) before implementation. Note that the proposal must be submitted to the Graduate Council in time for it to be presented and approved at the next Graduate Faculty meeting (typically twice a year, in November and April).