**New Graduate Program Proposal**

Memorial University of Newfoundland

*Approved by SGS Academic Council on September 15, 2014*

*Updated May 27, 2016*

This template should be completed after reading Memorial’s guidelines for developing and approving new graduate programs at Memorial University of Newfoundland. For questions regarding those guidelines or this template, please contact [sgs@mun.ca](mailto:sgs@mun.ca).

Name of proposed program: Click here to enter text.

Degree name and short form (e.g., Master of Arts (MA)): Click here to enter text.

Academic unit(s) offering the program: Click here to enter text.

Administrative home of program (if different from above): Click here to enter text.

Proponent name: Click here to enter text.

Proponent email: Click here to enter text.

Date: Click here to enter text.

Anticipated start of new program (semester and year): Click here to enter text.

*N.B.: Please update the Table of Contents when the proposal has been finalized by right clicking your mouse, selecting “Update Field”, and then “Update Entire Table”. Please remove instructions as you complete the template.*

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# 1. Executive summary

*Provide a brief overview of the proposed program. Ensure you summarize the main elements of the proposal, including a brief description of and justification for the program, anticipated demand for the program and projected enrolment, and anticipated fees and resource implications*

Click here to enter text.

# 2. Program description

*Provide a full description of the proposed graduate program, including diploma/degree name (short and long form, as well as an explanation for the name chosen), academic units involved in the program, intended learning outcomes, admission requirements, program requirements, program duration, full-time/part-time options, mode of delivery, areas of specialization, and routes (e.g., thesis, course, internship, etc.).*

Click here to enter text.

# 3. Statement of justification

*Provide a clear statement concerning the justification for the new program. Be sure to include the academic rationale (including how it complements MUN’s current program offerings), the local/national/international need for such a program at MUN (including how it compares with similar programs in Canada and internationally), any unique attributes that would make it appealing to prospective students, and contributions to strategic goals of the academic unit(s) and university. Be sure to note any innovative or unique aspects of the program that may make it appealing to prospective students and employers.*

Click here to enter text.

# 4. Market analysis

*Provide a description of the anticipated need and demand for the proposed program, among students, potential employers, government agencies, etc. Include a history of related undergraduate or graduate programs at Memorial, information on whether or not recipients of those degrees continued on to advanced degree programs elsewhere, and the number of inquiries/requests for the proposed program. Provide a rationale for steady-state (future) enrolment. Describe opportunities for employment and further studies among graduates.*

Click here to enter text.

# 5. Projected enrolment

*Provide details on anticipated initial enrolment (e.g., year one), steady-state enrolment, and growth plan (over the next five years, if applicable). Note the expected composition of students at steady state, including full-time/part-time, Canadian/international, on-campus/distance, thesis/non-thesis, etc. in Table 1 (delete or add any student types as needed).*

Click here to enter text.

Table 1. Projected 5-year enrolment\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type/year** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| FT enrolment |  |  |  |  |  |
| PT enrolment |  |  |  |  |  |
| Canadian enrolment |  |  |  |  |  |
| International enrolment |  |  |  |  |  |
| On-campus |  |  |  |  |  |
| Online |  |  |  |  |  |
| Thesis |  |  |  |  |  |
| Non-thesis |  |  |  |  |  |
| Total |  |  |  |  |  |

\*Enrolment as of Fall semester of each year.

# 6. Admission requirements

*Provide the minimum requirements for admission to the proposed program, including information on degree and discipline, academic average/GPA/degree class, standardized tests, etc. When the admission requirements deviate from those in SGS’s General Regulations, provide a rationale for the requirements.*

Click here to enter text.

# 7. Program requirements

*Provide all diploma/degree requirements as well as a rationale for those requirements. If the program includes several areas of specialization and routes, ensure that the requirements for these are accurately described.*

Click here to enter text.

# 8. Resource implications

## 8.1 Faculty complement and workload

*Provide a comprehensive list of all faculty members (regular and contractual faculty) who will teach/supervise in the proposed program, including their home academic unit, rank, and expected role (e.g., course instructor, faculty supervisor, etc.). Provide CVs of each of these faculty members with particular reference to those who will be associated with the proposed program as Appendix E.*

*Provide the total number of courses taught per year by regular and contractual faculty. In cases where new courses, additional sections of existing courses, or incremental instructional supports (e.g., graduate student supervision) is required, note the additional faculty needed (regular, contractual, or both) as per unit teaching equivalencies.*

Click here to enter text.

## 8.2 Space, facilities, and student support

*Provide a statement on the space, facilities, and student support services necessary and available to support the proposed program, including but not exclusive to classroom, laboratories, graduate student offices, information technology, equipment, career counselors, administrative staff, etc.*

Click here to enter text.

## 8.3 Financial support

*Provide information on funding that will be necessary and available to graduate students in the proposed program. Fully and accurately complete Table 2. Also, note the anticipated funding packages for eligible master’s and/or doctoral students.*

Click here to enter text.

Table 2. Financial support

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type/year** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| SGS fellowships |  |  |  |  |  |
| Graduate assistantships |  |  |  |  |  |
| Grants/contract funds |  |  |  |  |  |
| Dean’s Doctoral Awards |  |  |  |  |  |
| PDSIF |  |  |  |  |  |
| Graduate Officer awards |  |  |  |  |  |
| SGS special initiatives funding |  |  |  |  |  |
| Total |  |  |  |  |  |

# 9. Budget

*Provide detailed estimates of revenues and expenditures, expected graduate tuition (i.e., Payment Plan), information on and justification of special fee (separate from graduate tuition, if applicable). For programs including a special fee, 1) there must be a clear and demonstrable benefit to students, the academic unit, and the University as a whole, as noted in the 2005 Report on Cost-Recovery Courses and Programs, and 2) the proposal must comply with the Special Fees Attribution Model for Graduate Programs will apply. Fully and accurately complete Table 3.*

Click here to enter text.

Table 3. Program budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type/year** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Revenue**  Program fees  Special fees  Other revenue |  |  |  |  |  |
| **Expenditures**  *Instructional costs*  Regular faculty  Term appointments  LUMUN appointments  Graduate Assistantships  Total instructional costs  *Administrative costs*  *Salary costs*  Course remissions  Stipends  Administrative support  *Operating costs*  Materials and supplies  Reference materials  Computers and software  Travel  Other operating costs  **Total expenditures** |  |  |  |  |  |
| **Net income/expenditures** |  |  |  |  |  |

# Appendix A. Library holdings evaluation

*Provide an evaluation from the University Librarian of the Library’s holdings in support of the discipline(s) of the proposed program. The library needs a minimum of 6 weeks to complete an evaluation.*

*In order to conduct an effective evaluation the collections librarian will need the following information.*

1. *Program description*
2. *Course listings*
3. *Course descriptions*
4. *Reading lists for the courses and for comprehensive exams in the case of a Ph.D. program*
5. *Market analysis, particularly, known academic programs at other institutions that are comparable to the proposed program.*

Click here to enter text.

# Appendix B. Calendar regulations

*Provide a full copy of the Calendar entry for the proposed program, including a draft of the proposed departmental regulations governing the degree in the academic unit and draft of modifications that will be required in existing regulations (in strike-out format). The proposed regulations must be in appropriate Calendar language.*

Click here to enter text.

# Appendix C. Course listing

*Provide a full list of all courses including course numbers, titles, abbreviated course titles, and descriptions. The* [*Request for Approval of a Graduate Course*](http://www.mun.ca/sgs/course_approval_fillin.pdf) *form should be completed for each new course proposed.*

Click here to enter text.

# Appendix D. Consultation

*Provide evidence of consultation across all relevant disciplines/programs, particularly from academic units that will be impacted by or expected to contribute to the proposed program, and letters of support from peer institutions (if applicable).*

# Appendix E. Faculty CVs

*Provide CVs for all faculty members affiliated with the proposed program.*