**This template provides a guide for proposing a new program that will be housed between 2 or more departments. The motion to establish the program defines any new degrees to be offered and their requirements, as well as an administrative and organizational structure.**

* Previous motions from Data Science, Biochemistry and Computational Biology or Robotics are recommended as guides.
* The proposal should specify an organization with individuals identified as head and admissions and guidance committee members.

The motion to establish the program should be pre-approved by the participating departments, and will require faculty approval. Separate motions to define a new course designation or describe new courses may also need to be developed.

**Date**: mo,dd,yy

**To**: Committee Chair, CGSR

**From**: Originator’s name(s), program(s)/department(s)

**Re**: Motion to [say what the motion is, e.g. “approve a new graduate program *program title”.* Include all participating departments/programs]

**Motion:** On behalf of the *programs/departments*, the Committee on Graduate Studies and Research recommends and I move that [explain what you want, e.g. “the following new graduate program \*\*\*\*\*\* be established”]

**Summary:**

Overview of what is being proposed and why.

**Proposed Modifications to Graduate Catalog:**

ALL relevant sections to be added to the graduate catalog should be included. Remember, the graduate catalog is a contract with our students. Specifically, the following should be addressed:

**Program Goals and Objectives**

**Admissions Requirements**

**Faculty Contacts**

**Degree/Certificate/Program Requirements,** such as

* + Course/distribution requirements
	+ Qualifying exam process
	+ Thesis proposal and defense
	+ Research credits
	+ Internships
	+ Seminar/colloquium

**Additional Requirements**

Describe any additional requirements that the student will need to meet to complete the degree.

**New Course Descriptions**

**Rationale:**Explain the need for the program, and the value of offering it.

**Opportunity and Market Analysis**

An assessment of the need for the program and potential student interest.

**Comparison to Existing Programs at WPI**
Provide a context for CGSR to evaluate the quality and rigor of the degree being proposed.

**Impact on Existing Programs at WPI**
Specifically, will this program compete or overlap with existing programs?

**Comparable Programs at other Universities** (if relevant)

**Implementation:**

**Program Management**

The organizational and administrative structure of the program including:

* the contributing departments
* an identified Director to sign off on degrees
* a Program Committee and
* description of Governance (to oversee degree program administration and assessment).

**Implementation Date**

Provide a timeline for implementing the program, e.g., “Implementation date for this action is the 20xx-20xx academic year.”

**Resources Required:**

Explain any resources that will be needed for the program and where they will come from.  For any new course(s), who might teach them?  If the course has an online section, has ATC been approached for technical support?

**A financial plan is not required but may be included.**