**This template provides a guide for proposing a new graduate degree or program that will be housed primarily in a single department.**

**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”.* If the program includes cross-listed courses, include all participating departments/programs]

**Motion:** On behalf of the *program(s)/department(s)*, the Committee on Graduate Studies and Research recommends and I move that [explain what you want, e.g. if you want to add a new program, say “the following new graduate \*\*\*\*\*\* be added, as described below”].

**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 degree or 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**

A description of program/degree governance and assessment, particularly elements that may be different than existing degrees/programs.

**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.**