

**COLLEGE OF LIBERAL ARTS AND SCIENCES  
OFFICE OF THE DEAN**

**OUTLINE FOR SUBMITTING PROPOSALS FOR NEW OR REVISED PROGRAMS**

(submit only one copy plus original cover sheet to dean's office; upon notification, submit as an e-mail attachment)

In using the outline below, please enter for every item, both the number of the item and a brief subhead (e.g., 6. Adequacy of Present Library Holdings) so that readers will understand the entries. The proposed course number should be entered in the upper right hand corner of each page of the proposals. Note: Gender inclusive language is required.

**Part I: Summary Information for College Records**

1. Name of department
2. Date of submission to Dean's Office
3. Name of chair (typed and signed)
4. Name of program.
5. Proposal type – indicate whether this proposal is for a new or revised program
6. Are present library holdings, audio-visual equipment, and laboratory facilities adequate? If not, please outline additional needs.

**Part II: In-Depth Narrative Justifying Recommendation by Department**

1. In narrative form, please describe the nature of the program. **For new programs**, describe the goals and orientation of the program, along with a detailed justification for the creation of this new program. **For revised programs**, clearly describe how the old and new programs differ, and include a detailed justification for each proposed change.
2. Explain the relations of this program to the department's overall goals, and other programs, if appropriate.
3. Describe the department's plans for evaluating the success of this program in the future.

### **Part III: Inclusions**

1. A copy of the new plan of study. **For revised programs**, also include a copy of the old plan of study. Make sure it is clear which plan of study is the new one.
2. Include any additional relevant information. This could include, but is not limited to:
  - (a) New courses. Include all materials necessary for new course proposal (i.e., course proposal cover sheet, responses to questions in the Outline for Submitting Proposals for New Courses forms, and a sample syllabus).
  - (b) Minor course changes. Please include minor course change sheets (note that these should only be submitted to the LA&S Senate when part of a program proposal).
  - (c) Any other supporting documents that would assist the committee in understanding the proposal.