

Originated by _____

Date Petition Initiated _____

School _____

Department _____

NEW GRADUATE PROGRAM PETITION

Attach rationale for the New Program. Refer to the Indiana Commission for Higher Education Guidelines, Policies, and Procedures for Developing New Academic Program Proposals.

Provide an analysis of existing instructional resources and program needs. Include the preliminary tabular information on budget and enrollment projections that have been developed in consultation with the University Budget Director. (Refer to pages 9-16, Section E. Tabular Information of the Commission for Higher Education Guidelines, Policies, and Procedures for Developing New Academic Program Proposals and the New Program Data Checklist.) **Allow at least four weeks for this process.**

Attach a description of the proposed program, including a complete list of all required courses, a description of exact requirements for the proposed new program, and any additional computer facilities required.

Initial authorization must be received from the Academic Planning Council, which holds two formal meetings each year: the last Monday in October and the last Monday in March. Other meetings are arranged as needed.

1. Degree Program Title _____

2. Number of Hours Required _____

3. Implementation Date: Fall Spring Summer I Summer II Summer III Year _____

4. Date of initial approval from the Academic Planning Council _____

5. Department faculty signatures (majority required). If an interdisciplinary program, a majority of each department must sign this form. Number of Faculty in Department(s) _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dept. Chair

6. Date sent to School Graduate Curriculum Committee _____ Approved Not Approved

Chair's Signature _____ Date _____

7. Sent to Dean of School of _____ Approved Not Approved

Dean's Signature _____ Date _____

8. Date petition sent to Originator _____

Originator responsible for answering questions 9 through 13

9. Has funding been requested for additional library resources? Yes No
Attach specifics and have this form signed by the Library Director
Signature _____ Date _____
Library Director
10. For programs to be a part of or offered jointly with a graduate program in another school:
School _____ Approved Not Approved
Dean's Signature _____ Date _____
11. Does the program require additional computer facilities? Yes No
If yes, attach specifics and have this form signed by the Computer Advisory Committee Chair
Signature _____ Date _____
Computer Advisory Committee Chair
12. Date petition sent to the Director of Graduate Studies (**original plus 17 copies**) _____
13. Date petition received by Director of Graduate Studies _____
14. Date of initial review by Graduate Council _____ Approved Not Approved
15. Date notice of petition published in *University Notes* _____
16. Date of final approval of Graduate Council _____
Signature _____ Date _____
Director of Graduate Studies
17. Date sent to Vice President for Academic Affairs (**original plus eight copies**) _____
18. Received by Vice President for Academic Affairs: Approved Not Approved
Signature _____ Date _____
Vice President for Academic Affairs
19. **Final** consideration by Academic Planning Council: Approved Not Approved
Signature _____ Date _____
Academic Planning Council Chair
20. Reviewed by the President of the University: Approved Not Approved
Signature _____ Date _____
President
21. Date petition reviewed by the University Board of Trustees _____ Approved Not Approved
22. Date petition sent to the Commission for Higher Education _____
Date of decision _____ Approved Not Approved
23. Date notice of approval by Vice President of Academic Affairs published in *University Notes* _____
24. Date Registrar notified of **final approval** _____