

**CURRICULUM COMMITTEE PROGRAM PROPOSAL**  
**FOR ALL COLLEGES**

**Guidelines for New Program Proposal - Requiring Board of Trustees Approval**

**Preamble:** New programs must be presented to the Administration and the Board of Trustees before they are approved. A complete and compelling rationale for the program should be presented including revenue and expenses.

- a) Provide a summary description of the proposed program (1 or 2 sentence introduction)
- b) Describe the proposed program including:
  - 1) All courses required, including sequencing of courses
  - 2) New courses for this program, including brief course description
  - 3) Relationship to mission and goals of the University
  - 4) Credits required for the program
- c) State justification/rationale for program:
  - 1) Explain why there is a need for course(s) or program
  - 2) Describe the target population
  - 3) Explain why this program is appropriate and a worthwhile investment for Marywood
    - a. at this time
    - b. in relation to other programs and/or accrediting agencies
    - c. in relation to student demand
    - d. and in terms of positive employment projections
- d) Identify the costs/revenues
  - 1) New personnel or demands on present personnel that will need compensation by proposed program (enumeration of expected salaries, etc.)
  - 2) Facilities, equipment, library resources, computer resources, technical or service support
  - 3) Potential student population (include market survey data)
  - 4) Start-up costs: specialized advertising, recruitment materials, supplies, accreditation costs, etc.

(Institutional Research will assist in developing cost/revenue figures if provided basic information about projected student composition and enrollment for this program.)
- e) List those consulted and provide a summary of each consultation.