

Prior to the submission of a proposal for a new graduate program, the program developers should meet with the Dean of the Graduate School to discuss their ideas informally, and to review the steps described below for such proposal development.

1. **Cover Letter** – State objectives of program, justification of program, how the program relates to existing programs within Wake Forest University (all campuses) as well as other programs nationally, proposed starting date, and contact information for the director.
2. **Marketing and recruiting plans** – Describe the targeted applicant pool, planned recruiting materials, plans to create diversity, admission standards, and the financial support available or planned.
3. **Detailed description of program** (typically 10-15 pages in length)
  - a. Provide the qualifications and vitae of the participating faculty and the person(s) to serve as the initial program director(s).
  - b. Give the proposed size of the program (students, faculty, administrative staff) and their current sources of support.
  - c. Describe the physical facilities and equipment required and the necessary library and technical resources.
  - d. Outline the plan of study and several, illustrative timetables for coursework and other activities that are required for students to complete the program.
  - e. Describe the curriculum and include course descriptions and sample syllabi for all required and elective courses.
  - f. Describe the processes for advising, supervision of research, monitoring of students, mentoring, professional development and ethical training.
  - g. Provide a copy of the program’s handbook for students or describe the plans for creating a handbook for students and processes to ensure that this will be in place by the time students matriculate into the program.
  - h. Describe the standards of the program for retention, candidacy, and graduation.
  - i. Describe the process for tracking and evaluating the success of the program.
  - j. Describe plans for implementing improvements in the program.
4. **Accrediting body** – Provide information about the accrediting body, if such an organization exists for the program.
5. **Budget** – Submit the yearly operating budget for the program and the committed source(s) of funds in each category. Include percentage effort for program director, faculty, and departmental administrative support; sources of tuition and stipends (training grants, other grants or student fellowships, tuition scholarships and student stipends from the graduate school); recruiting costs; curriculum costs; any other expenses. Include a budget justification which explains the need for each item and the basis for assigning costs.
6. **Letters of support** – Submit letters to document departmental and faculty commitment, financial support and the need for the program (can include external sources).
7. **Approval process** – The completed proposal is submitted to the Dean, who then submits it to the Graduate Council for approval. If approved, the proposal is submitted for approval by the Graduate Faculty and then either the Dean of the School of Medicine or the Provost. Final approval must be provided by the Board of Trustees and perhaps also the Southern Association of Colleges and Schools (SACS) before implementation.