**Proposal to Create a New Program in** **CEHD**

**Complete the items below and return this form to** **cehdclss@gmu.edu** **for entry into** **CIM. This document addresses the specific curricular information needed to create a new program. Additional detailed information will be required regarding employment demand, student demand, duplication of the program with others in the commonwealth, and resources that may be needed to initiate and sustain the program. This proposal must be fully approved by the Undergraduate or Graduate Council (and, if required,** **BOV,** **SCHEV, or SACSCOC) by the end of April to be eligible for publication and activation in the next University Catalog. Proposals approved after the publication deadline will be** **rolled to update a future edition of the catalog. For students to be admitted to a new degree, minor, certificate or concentration, the program must be fully approved,** **entered into Banner, and published in the University Catalog. For more information, see the information provided by the University ab out** [**Academic Program Development**](https://provost.gmu.edu/academics/academic-program-development)**.**

**Submitter Information**

* **Name**:
* **Email** **Address**:
* **Phone** **Extension**:

**What type of degree are you proposing?**

[ ]  Bachelors

[ ]  Undergraduate Certificate

[ ]  Undergraduate Minor

[ ]  Masters

[ ]  Graduate Certificate

[ ]  Other

**Proposed Program Title *(exactly as you intend it to appear in the catalog)***

**Proposed Banner Title *(must be no more than 30 characters*)**

**Justification**

*Be sure to address all the following items. This information will be used to craft the required SCHEV and/or SACSCOC proposal.*

* *What is the specific purpose of the program? Be sure to include the specific skills and knowledge that will be imparted to students.*
* *How will the program prepare graduates to serve the community and/or meet the demands of the job market?*
* *What is the* *current status of the field or discipline? How has the discipline evolved over time both in general and on campus?* *Why is this new degree program needed in light of this information? Be sure to include objective evidence from reliable cited sources to support the specific demand for the program at the degree level and in the discipline.*
* *How does the proposed program align with the mission of George Mason University? (You can find the most recent University mission in the About Mason section of the University Catalog.)*

**Program Admission Requirements**

*All programs at a minimum must adhere to University Admissions Policies (see the applicable section in the Admissions section of the University Catalog). Describe any additional program-level application requirements using the language to be included in the catalog. Be sure to include whether transfer coursework will be allowed to count toward core and required courses. If it will, provide a rationale and explanation of any limitations on allowable transfer credits.*

**Program-Specific Policies**

*Include any program-specific policies that will apply to students.*

**Degree Requirements**

*Include all degree requirements appropriate to the level of degree being proposed. For undergraduate degrees, be sure to include a 4-year plan of study.*

**Curriculum Map & Student Assessment**

*Provide a copy of the curriculum map for the program. This should include specific learning outcomes that students are expected to master from the core and required coursework.* *Describe the assessment methods that will be used to determine whether learning outcomes are achieved. Explain how experiential learning and capstone coursework will be used to assess student learning. Explain how faculty and administrators will use assessment results to improve the program.*

**Employment Skills**

*What employment skills/workplace competencies will graduates possess? What will graduates be able to do on the job? Will this program prepare students for any type of professional licensure? If yes, explain.*

**Delivery Format & Location**

*Describe the delivery format for the program and whether it can be completed on a full-time basis, part-time basis, or both. Note any required courses that will only be offered online. Indicate if any portion of the program will occur off-campus, and if so, provide details of the off-campus offerings.*