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**2024-2025 GRADUATE - Program Revision Proposal Template (rev 9/2023)**

This form is for graduate program revisions (certificate, degree, or 4+1) for the academic catalog. This form collects all the necessary data for your program revision to be entered into Curriculog.

**Program Director and/or Program Committee’s Responsibilities:** It is the Program Director and/or Program Committee’s responsibility to create and edit the content associated with this form and the attachments.

**Graduate Services Coordinator Responsibilities:** The Graduate Services Coordinator will provide administrative support, including answering questions, providing templates, providing clarifying information and entering the resulting content into the University tracking and approval system (Curriculog).

**Prospective Curriculum section note:** Only the information entered into this form in the **Prospective Curriculum** section will be applied to the catalog listing and considered "approved" for the purposes of the Academic Catalog and degree audits, if applicable. Supporting documentation, e.g., program policy documents, letters of support, etc., although relevant and indicative of intent, does not constitute the "approved" language that will be imported into the Catalog. Please ensure your submissions are complete and final prior to launching the proposal.

**Academic Program Approval:** This form is a routing document for the approval of revised academic programs. Proposing department should complete this form. Detailed instructions for the proposal should be followed. Submission of new majors or requests for permanent status will find additional requirements and information [here](https://sites.udel.edu/facsen/). For more information, call the Faculty Senate Office at (302) 831-2921.

**Effective Date:** Changes when approved will be effective at the start of the next academic year unless special circumstances and a specific request is made.

**Curriculog Templates and Examples** for helpful documents as you plan for your program: <https://drive.google.com/drive/folders/1vjGHT9d2uNhrTaz5bnK_l8DxiE_M-cp2?usp=sharing>

Please read all sections below.

**ATTACHMENTS**

# Letters of Support: ​Provide support letters from all departments whose courses are in the proposed curriculum.

* + See templates here: <https://drive.google.com/drive/folders/1rBrnBavyl6VeDHuD5V6nkQZuB445vQi5?usp=sharing>

# Graduate Program Policy Document: Please include two copies of your Graduate Program Policy Document. A red-lined copy with tracked changes and a clean copy of the Program Policy Document are required.

# Please email Word doc or share Google Doc to [spatters@udel.edu](mailto:spatters@udel.edu).

# Biden School Program Policy Documents found here: <https://drive.google.com/drive/folders/13bRZYGXzjutn_4eEA88UFwOFh5zMopET>

# Please refer to the university guidance: <https://grad.udel.edu/policies/faculty-policies/>

# Resolution for Program: Supply a resolution for all new majors/programs, all changes to departments, name changes, degrees; transfer of departments from one college to another; creation of new departments; requests for permanent status.

* See examples here:
* General Examples: <http://www.facsen.udel.edu/sites/forms/SAMPLE%20RESOLUTION%20FOR%20NEW%20MAJORS.htm>
* Biden School Specific Examples: <https://drive.google.com/drive/folders/14yk5nCm3XLmqoJ8dWQF_7LIgr7fJQSIX?usp=sharing>

**CURRICULOG FORM**

# Program Type

 Certificate



 4+1



 Doctorate



 Master’s



 Dual Degree



# If associated with current degree, please select below:

## Choose Appropriate Type

 Master of Public Administration (MPA)

 Master of Public Health (MPH)

 Master of Public Policy (MPP)

 M.S. Disaster Science and Management (DISA MS)

 M.A. in Urban Affairs and Public Policy (UAPP MA)

 Master of Energy and Environmental Policy (​MEEP)

 Ph.D. in Energy and Environmental Policy (ENEP PhD)

 Ph.D. in Disaster Science & Management (DISA PhD)

 Ph.D. in Public Policy and Administration (PPA)

 Ph.D. in Engineering & Public Policy

 PhD in Education and Social Policy

 Other:

# Program Name Click or tap here to enter text.

# Is the program name changing?\* Yes or No

1. **Will current students retain the existing program name?\***

* Yes - Current students will still use the previous name with the option to declare the new name once the catalog year begins
* No - All students will use the new name
* N/A - The program name is not changing

# Online Only Program

 Yes



 No



# Provide a brief summary of the proposed program changes and describe the rationale for the change(s): *Explain your reasons for revising the curriculum or program. It is helpful to include accreditation related changes, total credit revisions, minimum grade requirements, etc. Only the information entered onto this form in the "Prospective Curriculum" section below will be applied to the catalog listing and considered "approved" for the purposes of the Academic Catalog and degree audits, if applicable.*

# 

# Click or tap here to enter text.

# INTERNATIONAL INFORMATION

U.S. federal regulations require that the University of Delaware report all newly-created academic programs on the Student and Exchange Visitor Program (SEVP) Form I-17. Approval by the U.S. Department of Homeland Security must be secured before the university is eligible to issue an I-20 or DS-2019 for international students to enroll in new academic programs (e.g. new degree, certificate, and special programs). Please note that the SEVP approval process can take 6 months to over a year. It is therefore critical that the [Office for International Students and Scholars](http://www1.udel.edu/oiss/) is notified of the development of any new academic programs ahead of time so that federal reporting requirements can be met. Changes in names of academic programs should also be reported to OISS. If you have any questions, please contact OISS at oiss@udel.edu or (302) 831-2115.

**Is this a new degree?\***

*OISS needs to be informed of all new degrees for visa approval. A new program is not the same as a new degree.*

 Yes



 No



**ROUTING QUESTIONS**

The Biden School of Public Policy and Administration will be chosen as the school to be routed to for approval.

If any other college needs to be in the approval route, please select from list below:

Graduate College

College of Agriculture and Natural Resources

College of Arts and Sciences - ARTS

College of Arts and Sciences - HUMANITIES

College of Arts and Sciences - NATURAL SCIENCES

College of Arts and Sciences - SOCIAL SCIENCES

College of Business and Economics

MBA Program

College of Earth, Ocean and Environment

College of Education and Human Development

College of Engineering

College of Health Sciences

Enrichment Program

**UNIVERSITY COUNCIL ON TEACHER EDUCATION (UCTE)**

The University Council on Teacher Education bylaws require that UCTE makes a recommendation to the Faculty Senate regarding the approval of new or revised program proposals in professional education. [Click for Bylaws](http://www.ucte.udel.edu/wp-content/uploads/2011/12/UCTE-Bylaws_050916.pdf).

 Yes



 No



**PROSPECTIVE CURRICULUM**

# List only New Courses that are being currently submitted for this program:

# *Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge*

# *list. If there are no new courses, enter “None”.*

Click or tap here to enter text.

# List any courses from outside departments being added to the curriculum:

# *Be aware that approval of the curriculum is dependent upon providing letters of support from those departments whose*

# *courses are being added. If there are no courses being added from outside departments, enter "None".*

# Click or tap here to enter text.

# List any Courses that are being removed for this program:

# *If there are no courses being removed, enter “None”.*

Click or tap here to enter text.

# 

# List All Prospective Curriculum: *Show the complete updated curriculum as it should appear in the Course Catalog.*

Click or tap here to enter text.

# EFFECTIVE DATE (if not following fall semester):

*If different effective date than July 1 of the next academic year, please fill in this field.*

Click or tap here to enter text.

# PROGRAM EDUCATIONAL GOALS

Each degree-granting program has a unique set of educational goals. These goals are defined and assessed by the faculty in each program. They should:

* Clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire in the specific degree program.
* Appropriately incorporate and reinforce educational goals from the university, college(s), department(s), co-curricular activities, and appropriate disciplinary values.
* Reflect a course of study that is appropriately rigorous for the students admitted to the program.
* Reflect a course of study that students are able to complete within the average or a reasonable time-to-degree for that program.

If your program previously provided educational goals as part of the 2020 survey informing the university's 2021 Middle States Self-Study, please contact your program chair/director or [CTAL](mailto:CTAL-info@udel.edu) for a copy of those materials. ​For assistance creating or revising program educational goals, please review the [resources provided by UD's Center for Teaching & Assessment of Learning](https://ctal.udel.edu/resources-2/program-goals-and-assessment/developing-or-revising-program-educational-goals/) and the [Frequently Asked Questions](https://ctal.udel.edu/2021-2023-program-goal-collection/) about this collection and review process. Finally, you are also welcome to [request a CTAL consultation](https://ctal.udel.edu/services/) for support engaging in this work or feedback on existing or draft goals.

**Program Educational Goals:\***

Click or tap here to enter text.