New Graduate Program Proposal
Memorial University of Newfoundland
Approved by SGS Academic Council on September 15, 2014
Updated May 27, 2016

This template should be completed after reading Memorial's guidelines for developing and approving new graduate programs at Memorial University of Newfoundland. For questions regarding those guidelines or this template, please contact sgs@mun.ca.

Name of proposed program: Click here to enter text.

Degree name and short form (e.g., Master of Arts (MA)): Click here to enter text.

Academic unit(s) offering the program: Click here to enter text.

Administrative home of program (if different from above): Click here to enter text.

Proponent name: Click here to enter text.

Proponent email: Click here to enter text.

Date: Click here to enter text.

Anticipated start of new program (semester and year): Click here to enter text.

N.B.: Please update the Table of Contents when the proposal has been finalized by right clicking your mouse, selecting "Update Field", and then "Update Entire Table". Please remove instructions as you complete the template.

Table of Contents

List of Tables

1. Executive summary

Provide a brief overview of the proposed program. Ensure you summarize the main elements of the proposal, including a brief description of and justification for the program, anticipated demand for the program and projected enrolment, and anticipated fees and resource implications

Click here to enter text.

2. Program description

Provide a full description of the proposed graduate program, including diploma/degree name (short and long form, as well as an explanation for the name chosen), academic units involved in the program, intended learning outcomes, admission requirements, program requirements, program duration, full-time/part-time options, mode of delivery, areas of specialization, and routes (e.g., thesis, course, internship, etc.).

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3. Statement of justification

Provide a clear statement concerning the justification for the new program. Be sure to include the academic rationale (including how it complements MUN's current program offerings), the local/national/international need for such a program at MUN (including how it compares with similar programs in Canada and internationally), any unique attributes that would make it appealing to prospective students, and contributions to strategic goals of the academic unit(s) and university. Be sure to note any innovative or unique aspects of the program that may make it appealing to prospective students and employers.

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4. Market analysis
Provide a description of the anticipated need and demand for the proposed program, among students, potential employers, government agencies, etc. Include a history of related undergraduate or graduate programs at Memorial, information on whether or not recipients of those degrees continued on to advanced degree programs elsewhere, and the number of inquiries/requests for the proposed program. Provide a rationale for steady-state (future) enrolment. Describe opportunities for employment and further studies among graduates.

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5. Projected enrolment
Provide details on anticipated initial enrolment (e.g., year one), steady-state enrolment, and growth plan (over the next five years, if applicable). Note the expected composition of students at steady state, including full-time/part-time, Canadian/international, on-campus/distance, thesis/non-thesis, etc. in Table 1 (delete or add any student types as needed).

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Table 1. Projected 5-year enrolment*

Type/year	Year 1	Year 2	Year 3	Year 4	Year 5
FT enrolment					
PT enrolment					
Canadian enrolment					
International enrolment					
On-campus					
Online					
Thesis					
Non-thesis					
Total					

*Enrolment as of Fall semester of each year.

6. Admission requirements
Provide the minimum requirements for admission to the proposed program, including information on degree and discipline, academic average/GPA/degree class, standardized tests, etc. When the admission requirements deviate from those in SGS's General Regulations, provide a rationale for the requirements.

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7. Program requirements

Provide all diploma/degree requirements as well as a rationale for those requirements. If the program includes several areas of specialization and routes, ensure that the requirements for these are accurately described.

Click here to enter text.

8. Resource implications

8.1 Faculty complement and workload
Provide a comprehensive list of all faculty members (regular and contractual faculty) who will teach/supervise in the proposed program, including their home academic unit, rank, and expected role (e.g., course instructor, faculty supervisor, etc.). Provide CVs of each of these faculty members with particular reference to those who will be associated with the proposed program as Appendix E.

Provide the total number of courses taught per year by regular and contractual faculty. In cases where new courses, additional sections of existing courses, or incremental instructional supports (e.g., graduate student supervision) is required, note the additional faculty needed (regular, contractual, or both) as per unit teaching equivalencies.

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8.2 Space, facilities, and student support
Provide a statement on the space, facilities, and student support services necessary and available to support the proposed program, including but not exclusive to classroom, laboratories, graduate student offices, information technology, equipment, career counselors, administrative staff, etc.

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8.3 Financial support
Provide information on funding that will be necessary and available to graduate students in the proposed program. Fully and accurately complete Table 2. Also, note the anticipated funding packages for eligible master's and/or doctoral students.

Click here to enter text.

Table 2. Financial support

Type/year	Year 1	Year 2	Year 3	Year 4	Year 5
SGS fellowships					
Graduate assistantships					
Grants/contract funds					
Dean's Doctoral Awards					
PDSIF					
Graduate Officer awards					
SGS special initiatives funding					
Total					

9. Budget
Provide detailed estimates of revenues and expenditures, expected graduate tuition (i.e., Payment Plan), information on and justification of special fee (separate from graduate tuition, if applicable). For programs including a special fee, 1) there must be a clear and demonstrable benefit to students, the academic unit, and the University as a whole, as noted in the 2005 Report on Cost-Recovery Courses and Programs, and 2) the proposal must comply with the Special Fees Attribution Model for Graduate Programs will apply. Fully and accurately complete Table 3.

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Table 3. Program budget

Type/year	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue Program fees Special fees Other revenue					

Expenditures
Instructional costs
Regular faculty
Term appointments
LUMUN appointments
Graduate Assistantships
Total instructional costs
 	
Administrative costs
    Salary costs
    Course remissions
    Stipends
    Administrative support
 	
    Operating costs
    Materials and supplies
    Reference materials
    Computers and software
    Travel
    Other operating costs
 	
Total expenditures					

Net income/expenditures					

Appendix A. Library holdings evaluation

Provide an evaluation from the University Librarian of the Library's holdings in support of the discipline(s) of the proposed program. The library needs a minimum of 6 weeks to complete an evaluation.

In order to conduct an effective evaluation the collections librarian will need the following information.
1. *Program description*
2. *Course listings*
3. *Course descriptions*
4. *Reading lists for the courses and for comprehensive exams in the case of a Ph.D. program*
5. *Market analysis, particularly, known academic programs at other institutions that are comparable to the proposed program.*

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Appendix B. Calendar regulations
Provide a full copy of the Calendar entry for the proposed program, including a draft of the proposed departmental regulations governing the degree in the academic unit and draft of modifications that will be required in existing regulations (in strike-out format). The proposed regulations must be in appropriate Calendar language.

Click here to enter text.

Appendix C. Course listing
Provide a full list of all courses including course numbers, titles, abbreviated course titles, and descriptions. The [Request for Approval of a Graduate Course](#) form should be completed for each new course proposed.

Click here to enter text.

Appendix D. Consultation
Provide evidence of consultation across all relevant disciplines/programs, particularly from academic units that will be impacted by or expected to contribute to the proposed program, and letters of support from peer institutions (if applicable).

Appendix E. Faculty CVs
Provide CVs for all faculty members affiliated with the proposed program.