

OF
THE CITY UNIVERSITY OF NEW YORK

PROPOSAL TO ESTABLISH A PROGRAM IN [XXXX]
LEADING TO THE [XXXX] DEGREE

EFFECTIVE FALL [year]

SPONSORED BY THE PROGRAM(S) IN (XXX)

APPROVED BY

JOHN JAY COLLEGE GOVERNANCE (Specify the governance

body and date of approval)

College Representative: (title) (first name) (last name), (name of school or division)

Contact: (title) (first name) (last name), (name of department)

Telephone: (212) (number)

Fax: (212) (number)

Email: @jjay.cuny.edu

Provost’s Signature:

Provost’s Name: Dr. Jane Bowers

**TABLE OF CONTENTS**

[Purpose and Goals 4](#_Toc382391641)

[Need and Justification 4](#_Toc382391642)

[Student Interest/Enrollment 4](#_Toc382391643)

[Interest and Demand 4](#_Toc382391644)

[Enrollment Projections: 4](#_Toc382391645)

[Admission Requirements 4](#_Toc382391646)

[Curriculum 5](#_Toc382391647)

[Faculty 5](#_Toc382391648)

[Cost Assessment 5](#_Toc382391649)

[Faculty 5](#_Toc382391650)

[Facilities and Equipment 5](#_Toc382391651)

[Library and Instructional Materials 5](#_Toc382391652)

**APPENDICES:**

APPENDIX A COURSE DESCRIPTIONS FOR REQUIRED COURSES

APPENDIX B SYLLABI FOR NEW COURSES

APPENDIX C PROGRAM SCHEDULING (SED Form)

APPENDIX D FACULTY TEACHING ASSIGNMENTS (SED Form)

APPENDIX E FACULTY TO BE HIRED (SED Form)

APPENDIX F NEW RESOURCES TABLE (CUNY)

APPENDIX G PROJECTED REVENUE TABLE (CUNY )

APPENDIX H SUPPORTING MATERIALS FOR PROJECTED REVENUE TABLE (CUNY)

APPENDIX I FIVE YEAR FINANCIAL PROJECTION (CUNY TABLE)

APPENDIX J EVALUATION REPORT FORM (NON TEACHER EDUCATION GRADUATE PROGRAM) (CUNY FORM)

Purpose and Goals

[A precise statement of the program’s purpose accessible to non-specialists. Include an explicit statement of how the program meets students’ educational and career objectives. Also present a brief rationale for the program including such considerations as national and/or local educational trends, faculty interest and commitment, relation to current offerings, etc.]

Need and Justification

[Relevant needs can be expansive, including those of students, the college, the university, the community, the economy, and the nation. All statements about demand should include supporting evidence, with an indication of the source.

Student Interest/Enrollment

[Include evidence for student interest in the proposed program and for potential enrollments. Examples here include student surveys, demographic data of potential students, enrollment shifts in existing courses. Provide a numerical estimate of enrollments anticipated for the first five years of the program, including both full-time and part-time students and expected attrition rate, presented in a table such as the one below.]

## Interest and Demand

## Enrollment Projections:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Full-time |  |  |  |  |  |
| Part-time |  |  |  |  |  |
| Attrition |  |  |  |  |  |
| Number Graduated |  |  |  |  |  |
| **Total** |  |  |  |  |  |

[CUNY advises that faculty members identify similar programs already in place at other CUNY campuses and, where duplication exists, provide explanation for proposing a duplicate program. Also please notify the Office of Graduate Studies if duplication issues may arise.]

## Admission Requirements

Curriculum

[Present and give a rationale for the proposed curriculum. Include all course titles and credits, and indicate any new courses.]

Faculty

[Describe current full-time faculty available to teach in the program and specify the number of new full-time faculty needed to implement the program, along with the number of adjuncts required. CUNY asks that proposals address how existing departmental offerings will be staffed following the institution of the new program.]

Cost Assessment

[All proposals for new programs are required to include a table showing anticipated program costs and anticipated revenues for the first five years of the program. An explanation should accompany the table explaining source of funding for at least the first five years of the program. See the associated Excel spreadsheet for help in calculating expenses and revenue.]

## Faculty

## Facilities and Equipment

## Library and Instructional Materials

APPENDIX A