



### **Helpful tips when beginning the proposal process**

1. Visit the [Registrar's Office website](#) and review the policies on how to create a new graduate certificate, or degree program. Proposal templates are also available on the Registrar's Office website.
2. Proposals benefit from early and frequent consultation with a broad range of faculty and administrators. For interdisciplinary programs, Meredith Welch-Devine, Assistant Dean and Director of Interdisciplinary Graduate Programs, provides support in considering the various models available for structuring programs.
3. For those proposing a new online course, please consult with the [Office of Online Learning](#) for additional guidance.
4. The cover letter for the graduate program proposal should be addressed to the Graduate School Dean.
5. Proposals must include approval from the Department Head, College Dean, and Graduate Dean. Note that department heads will often bring proposals to the faculty before signing off on them.
6. Final approval for new degree programs must come from the Board of Regents. The length of time this final stage of the process takes varies based on meeting dates, and type of proposals.

### **Helpful program proposal contacts**

Anne Shaffer- [gradassociatedean@uga.edu](mailto:gradassociatedean@uga.edu)

*Associate Dean of the Graduate School*

Meredith Welch Devine- [mwdevine@uga.edu](mailto:mwdevine@uga.edu)

*Assistant Dean of the Graduate School, for questions regarding Interdisciplinary Graduate Programs*

Chazz Jordan- [cmj93075@uga.edu](mailto:cmj93075@uga.edu)

*Assistant to the Associate Dean, Dean's Office*

Cheri Bliss- [gradoff@uga.edu](mailto:gradoff@uga.edu)

*Senior Director, Graduate Student Services*

Office of Curriculum Systems- [currsys@uga.edu](mailto:currsys@uga.edu)

### **Proposal approval process**

The development of new graduate certificates and programs is initiated within colleges, generally at the departmental level. Once the proposal leaves the department it goes through review and revision within the college. Please note that different colleges and departments have different procedures for proposal review. After approval by the college, the proposal is forwarded to the Graduate School.

At the Graduate School, program proposals are initially reviewed administratively by the Associate Dean and the Director of Graduate Student Service (for interdisciplinary programs, include the Director of Interdisciplinary Graduate Programs) and returned to the originating unit with comments and revisions as needed. In some cases, the Associate Dean may request a meeting to discuss the proposal. The

purpose of this constructive review is to assist the faculty in developing the strongest proposal possible and to ensure success as it moves through the approval process. The administrative review may take several cycles before the proposal moved forward to the Graduate Program Committee to be reviewed.

The Program Committee works with the departmental faculty to further improve their proposal. Proposals approved by the Program Committee are then forwarded to the Graduate Council for approval. The Program Committee and the Graduate Council have up to four scheduled meetings throughout the fall and spring semesters during which proposals may be considered. A representative of your group should attend the meeting in which your proposal is considered to answer any questions that may arise. The Associate Dean's Office communicates with the department/ colleges throughout the Graduate School review process to keep them informed of the status of their proposals.

Once approved by the Graduate Council, the proposal is forwarded to the Senior Vice President for Academic Affairs and Provost for further review and approval. The University Curriculum Committee requires 10 working days for proposal review prior to the voting meeting ([UCC Meeting Dates](#)). Proposals approved by the University Council and the Provost are forwarded to the University President's Office. Following approval of the President, the proposal is sent to the Board of Regents for final action. Certificate proposals are sent to the Board of Regents as informational items only. For program proposals, the BOR will engage external reviewers, and you may be asked to respond to the reviewers with clarification, justification, or modification to your proposal.

### **Areas of emphasis & Changes to curriculum**

Proposals for areas of emphasis, and changes to curriculum, follow a slightly different process within the Graduate School and should be submitted separately from a new program proposal. Areas of emphasis proposals should be sent Stephanie Hall ([steph.hall35@uga.edu](mailto:steph.hall35@uga.edu)) in the Office of the Associate Dean of the Graduate School. They will then be forwarded to the Director of Graduate Student Services for review and approval. Areas of emphasis do not require Program Committee or Graduate Council approval; they are forwarded directly from Graduate Student Services to the University Curriculum Committee.