

**DEPARTMENT/SCHOOL CURRICULUM COMMITTEE AND  
COLLEGE CURRICULUM COMMITTEE**  
REVIEW CHECKLIST -- NEW/REVISED/DELETED GRADUATE PROGRAMS  
(Degree Programs, Sequences, Certificates)  
**2009-10**

*Check the following information for INCLUSION only and not quality in the program proposal. Proposals that do not include the required items will be returned to the proposing department/school for revision.*

**For ALL program proposals, include Cover Sheet:**

- Correct cover sheet: 2009-10 *New, Revised, or Deleted Program Cover Sheet*
- Department/School name; date
- Title of program
- Exact catalog copy for new or altered program
- Summary of changes (may reference to attachment)
- Proposed action correctly checked
- DCC/SCC Chair and Department Chair/School Director signatures
- CCC Chair and Dean signatures

**For new\* or revised program proposals, include Program Description and Explanations:**

- Institution
- Responsible department/school or administrative unit
- Proposed program title
- Previous program title (if applicable)
- CIPS classification (applicable to new program)
- Date of implementation
- Description of proposed program or name change
- Rationale for proposal
- Expected impact of proposal on existing campus programs
- Expected curricular changes, including new courses
- Anticipated staffing arrangements
- Anticipated funding needs and source of funds

**For new program proposals, also include Request for New Program Approval: Reporting of Financial Implications form:**

- Completed and approved, with all necessary signatures, *Request for New Program Approval: Reporting of Financial Implications* (available at [www.academicssenate.ilstu.edu/documents.html](http://www.academicssenate.ilstu.edu/documents.html))

**For deleted\* program proposals, include the following.**

- Institution
- Responsible department/school of administrative unit
- Program title
- CIPS classification (if applicable)
- Anticipated date of implementation
- Rationale
- Arrangements to be made for program faculty and students
- Anticipated impact on other campus programs
- Anticipated budgetary effect

\*Note: Proposals for **new or deleted** degree programs, sequences, and post-master's and post-baccalaureate certificates, as opposed to proposals for changes in these programs, will go beyond GCC for final action. For such new and deleted program proposals, submit an electronic version (MS Word format) in addition to the hard copy.