



Updated 9/13/17		Required Documentation for New Program Proposals, Changes, and Terminations																			
			VCAA Request to Write Pre-Proposal Memo	ICHE Brief Proposal*	Undergraduate ICHE Full Proposal Documents and Tables	Graduate School Program Pre-Proposal Documents	Graduate ICHE Full Proposal Documents and Tables	Graduate Online or Combined Degrees Concept Paper	Graduate Online or Combined Degrees Proposal Documents	Request for New Minor	Request for New Major or Concentration	Undergraduate Request for New Certificate	Graduate Request for New Certificate Documents	Library Resource Questionnaire	Liaison Library Memo	Degree Cover Sheet	Name Change Cover Sheet	Purdue Board of Trustees (BOT) Transmittal Form	Memo from Chair to Dean and VCAA	Memo from Chair to Dean, Dir of Graduate School, and VCAA	Graduate Memo from Chan to Purdue Dean of Graduate School
School	Degree	Proposal Type																			
	**Purdue University Catalog has instructions for: Appendix A: Purdue University Graduate Staff Appointments and Minimum Salaries Appendix C: Pre-Proposal Format and Content Appendix D: Proposal Format and Content Appendix E: Graduate Level, Academic Credit Certificate Programs at Purdue University Appendix F: Representative Guidelines for an Interdisciplinary Graduate Program Appendix G: Guiding Standards for Advising and Mentoring Graduate Students at Purdue University Appendix H: Combined Degree Program Proposal Review/Approval Flowchart Appendix I: General Proposal Format for Combined Degree Programs Appendix J: Joint Ph.D. and Dual Master’s Degree Program Proposal Flowchart and Format Appendix K: Example of a Course Syllabus Appendix L: Adding an Online Option to an Existing Graduate Degree Program Appendix M: Guidelines for Service on Graduate Degree Committees Appendix O: Gainful Employment (GE) Certificate (To Accompany Appendix E for Graduate Certifications Proposal) Appendix P: Process to Add a Thesis Option to a Currently Approved Nonthesis-Option Master’s Degree Program Appendix Q: Guidelines for Proposing a Non-Thesis Master’s Program Appendix R: Guidelines for Adding an Additional Curriculum Option to an Approved Master’s Degree Program Appendix S: Request for Approval for Graduate Faculty to Pursue a Graduate Degree Appendix T: Proposal to Modify the Graduate School Course Approval Policy Appendix U: Request for a Concentration Appendix V: Policy and Academic Process for Requests for Graduate Program Majors by Academic Units																				