

Checklist for Graduate Council members on review of new academic program proposals (certificates, degrees, dual degrees, emphases, discontinuation).

DBK 9/28/2016

- Is there a well documented need for the program? (market studies, letters of endorsement by industry).
- Is the program administratively based in an organization which is approved to offer academic programs?
- Has the program curriculum been developed and led (or to be led) by faculty?
- Is the proposal approved/endorsed by the relevant Dean(s)?
- Are there well defined admissions criteria (background, coursework, etc.).
- Any additional graduate admissions criteria must meet Graduate School minimums (GPA, 4 year degree regionally accredited, English proficiency).
- Does the program duplicate an existing offering on campus? (letter of support from any programs that have overlap or perceived overlap)
- Is there a unique need for this program within the USHE system (justify why it does not redirect students from other similar existing USHE programs)
- Check credit hour requirements
  - BA/BS, BA/BS with emphases require 122 credit hours minimum.
  - Certificates require minimum 16 credit hours, maximum 29
  - Master's require 30-36 credit hours (max can be exceeded for professional/accreditation requirements).
  - Master's minimum 20 hours coursework, 6 hours thesis (if thesis based)
  - PhD minimum 14 hours thesis
  - PhD minimum 24 hours residency
- Dual degree rules
  - No double counting of courses between dual degrees (except for certificate)
  - Must meet minimum credit hours for each degree independently
  - e.g. BS + MS: 122 +30= 152 hours minimum
  - e.g. MS + MS: 30 + 30 = 60 hours minimum
- Written list of expected learning outcomes
- Written plan for outcomes assessment
- Are all resources necessary for the program in place (faculty, computer, laboratory, bridge funding for ramp up, if necessary): Agreements and endorsements
- Can Program income cover unfunded costs for projected number of students.
- Is the start date of the program defined and reasonable?
- Graduate degrees must have supervisory committee, final exam/dissertation or final project evaluation/defense.
- Doctoral degree must have a comprehensive qualifying exam.
- Definition of language proficiency expectations for BA/MA degrees.
- Online programs need to be developed/coordinated with UOnline to meet State authorization requirements.
- Standalone graduate certificates are not eligible for federal financial aid (may affect projected student enrollment and funding).