

Checklist for Graduate Council members on review of new academic program proposals

(certificates, degrees, dual degrees, emphases, discontinuation) DBK 8/21/2019

- Is there a well documented need for the program? (market studies, letters of endorsement by industry, etc.)
- Is the program administratively based in an academic division which is approved to offer academic programs?
- Has the program curriculum been developed and led by faculty members?
- Is the proposal approved/endorsed by all relevant Dean(s)?
- Are there well defined admissions criteria (background, coursework, etc.)?
- Are there any additional graduate admissions criteria a student must meet beyond Graduate School minimums (GPA, 4 year degree regionally accredited, English proficiency, etc.)?
- Does the program duplicate/potentially duplicate an existing offering on campus? (If this is the case, the proposal must have a letter of support from overlapping/potentially overlapping program.)
- Does the program duplicate an existing program in the Utah State Higher Education (USHE) system? (If so, the proposal must justify the student need and why the UU should offer the program.)
- Does the program conform to 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 (The maximum can be exceeded for professional/accreditation requirements.)
 - Master's minimum 20 hours coursework, 6 hours thesis (if thesis-based)
 - PhD minimum 14 hours thesis or 24 hours residency
- Does the program conform to dual/concurrent degree rules (if applicable)?
 - No double counting of courses between dual degrees (except for certificate programs)
 - 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

- Does the proposal have a written list of expected learning outcomes?
- Does the proposal have a written plan for outcomes assessment?
- Does the degree name accurately reflect the curriculum and expected learning outcomes?
- Can the degree name be confused with another degree offered by the University?
- Are all proposed resources necessary for the program in place (courses, faculty, computer, laboratory, bridge funding for ramp up, if necessary, etc.)? The proposal must have documentation of agreements and endorsements for courses and resources. Documentation is needed for both inside- and outside-department resources.
- Can the program's income cover unfunded costs for the projected number of students?
- Is the start date of the program defined and reasonable?
- Does the proposal conform to the requirement that graduate degrees must have a supervisory committee overseeing a final exam/dissertation or final project evaluation/defense?
- If a doctoral degree, does the proposal include plans for a comprehensive qualifying exam?
- If a dual/concurrent degree, is there an exit path which dovetails to a single degree if the student decides against completion of both degrees?
- Are any language proficiency expectations for the degree well defined?
- If the proposal is for an online program, does the proposal demonstrate that the program will be developed/coordinated with UOnline to meet State authorization requirements (SARA)?
- If the proposal is for a graduate certificate, does the projected student enrollment demonstrate the proposers are aware that standalone graduate certificates are not eligible for federal financial aid?
- If the proposal is a discontinuation, change of program, or change in administrative structure, are existing students accommodated through completing, grandfathering or transition to new program?
- If the proposal is for an emphasis addition or emphasis change to an existing degree, is the proposal a full and complete degree proposal?