

Checklist for Graduate Council members on review of new academic program proposals (certificates, degrees, dual degrees, emphases, discontinuation). DBK 8/17/2022

- Is there a well-documented need for the program? (market studies, letters of endorsement by industry)
- 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.)?
- Any additional graduate admissions criteria must meet beyond Graduate School minimums (GPA, 4 year degree regionally accredited, English proficiency)?
- Does the program duplicate/potentially duplicate an existing offering on campus? (must have a letter of support from overlapping/potentially overlapping program)
- Does this duplicate an existing program in Utah State Higher Education (USHE system) ? If so, justify the student need and why the UU should offer the program.
- Check credit hour requirements
  - BA/BS, BA/BS with emphases require 122 credit hours minimum
  - Certificates require minimum 15 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/Concurrent 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
- Must have a written list of expected learning outcomes
- Must 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 resources necessary for the program in place (courses, faculty, computer, laboratory, bridge funding for ramp up, if necessary): Agreements and endorsements for courses and resources necessary both inside and outside department.
- 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.
- Dual/Concurrent degrees must have an exit path which dovetails to a single degree if the student decides against completion of both degrees.
- Provide a definition of language proficiency expectations for BA/MA degrees.
- Online programs need to be developed/coordinated with UOnline to meet State authorization requirements (SARA).

- Standalone graduate certificates (students admitted as non-matriculated undergraduate or non-matriculated graduate student) are not eligible for federal financial aid (may affect projected student enrollment and funding).
- Student who took a graduate certificate as a non-matriculated graduate student may count up to 15 graduate credit hours of the certificate towards a subsequent MS or PhD degree.
- For a discontinuation or change of program, or change in administrative structure, make sure existing students are accommodated through completing, grandfathering or transition to new program.
- Adding or changing a transcriptable emphasis to an existing degree requires a full degree proposal.