Graduate Council Academic Program Proposal Checklist

**Eligibility**
- Is the program administratively based in an academic division approved to offer academic programs?
- Does the program duplicate/potentially duplicate an existing offering on campus? If so, a letter of support from overlapping/potentially overlapping program must be included with proposal.

**Need**
- Is there a well-documented need for the program? (E.g., market studies, letters of endorsement by industry)
- Does this duplicate an existing program in the USHE system? If so, justify student need and why the University of Utah should offer the program.

**Proposal Requirements and Policy Compliance**
- Has the program curriculum been developed and led by faculty members?
- Is the proposal approved/endorsed by all relevant deans?
- Are there well-defined admissions criteria?
- Credit-hour requirements:
  - BA/BS, BA/BS with emphases require 122 credit hours minimum
  - Certificates require minimum 15 credit hours, maximum 29
  - Master’s degree programs require:
    - Minimum of 30 hours
    - Minimum 20 hours coursework, 6 hours thesis (if thesis based)
  - PhD programs require minimum 14 hours thesis
- Graduate degree programs:
  - Must feature a culminating project (thesis/dissertation; project; or exam)
  - PhD programs must include a comprehensive qualifying exams
- 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
  - 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.
- Expected learning outcomes:
  - Must have itemized list
  - 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?
**Resources**

- Are all resources necessary for the program in place (e.g., courses, faculty, computer, laboratory, library resources, bridge funding for ramp up, if necessary)?

- Does the proposal include agreements and endorsements for necessary resources both inside and outside of the department?

- Is the proposed start date of the program reasonable relative to availability of resources?

- Online programs need to be developed/coordinated with UOnline to meet State authorization requirements (SARA).

**Considerations**

- 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).

- 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.