

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: 120 + 30 = 150 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 University Connected Learning 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.