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?

☐ Is the program consistent with the mission of the university?

☐ Credit-hour requirements:
- o BA/BS, BA/BS with emphases require 120 credit hours minimum
- o Certificates require minimum 15 credit hours, maximum 29
- o Master's degree programs require:
  - • Minimum of 30 hours
  - • Minimum 20 hours coursework, 6 hours thesis (if thesis based)
- o PhD programs require minimum 14 hours thesis

☐ Graduate degree programs:
- o Must feature a culminating project (thesis/dissertation; project; or exam)
- o PhD programs must include a comprehensive qualifying exams

☐ Dual/Concurrent degree rules
- o No double counting of courses between dual degrees (except for certificate)
- o 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
- o Dual/Concurrent degrees must have an exit path which dovetails to a single degree if the student decides against completion of both degrees.
- o Provide a definition of language proficiency expectations for BA/MA degrees.

☐ Expected learning outcomes:
- o Must have itemized list
- o Must have a written plan for outcomes assessment

☐ Does the degree name accurately reflect the curriculum and expected learning outcomes?
- o 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.