Checklist for Graduate Council members on review of new academic program proposals (certificates, degrees, dual degrees, emphases, discontinuation). DBK 11/26/2019

- 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 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.