

Outline of New Graduate Program Procedures

STEP 1: Initial steps for program approval begin at the level of the College or School which will provide the primary program content. Because the responsibility for curriculum belongs to the faculty, it is essential that faculty members in the discipline are involved in the planning and execution of a curriculum leading to a new degree. All planning should be in concert with the Dean of the School or College who will be responsible for providing resources for the new program. Movement to the next step in the process may proceed once the faculty of the school/college/department has reviewed and approved the curriculum and the Dean has indicated his willingness to provide the resources for the program.

STEP 2: The second step in the process is an evaluation of the fiscal impact of such a program. The Dean discusses this with the Academic Vice President, who in turn presents it to the President. If the fiscal impact is acceptable to the Academic Vice President and the President, the proposal may proceed to the next step.

STEP 3: The last step in the approval process is the evaluation of the Graduate Board. The Graduate Board evaluates the proposal based on graduate policy related to such items as admission criteria and comprehensive examinations. In addition, the Board is concerned with whether the program will be able to recruit and retain qualified students in sufficient numbers to provide a critical mass and adequate interaction. While content is not generally examined in terms of specific disciplinary elements, the Graduate Board does attempt to determine whether there is a sufficient theoretical base in the discipline to provide for substantive content at a level befitting graduate study. Program goals must be explicitly stated and a plan for assessment must be present. The Assessment plan for all new programs must be examined by the Associate Vice President for Academic Excellence and Assessment and concerns must be addressed.

STEP 4: After the program is approved by the Graduate Board, a message is sent to the President, Academic Vice-President, Registrar and the Financial Aid Office indicating approval and the start date. Course descriptions are submitted to the Registrar's office for all course work. A director of the program is named and orientation to procedures and responsibilities are outlined.

STEP 5: The new degree is added to the Graduate School webpage and the application form for the Graduate School is revised.