Graduate School of Arts and Sciences

Review of:

PROPOSALS FOR NEW DEGREE PROGRAMS

and

PROPOSALS FOR NEW GRADUATE CERTIFICATE PROGRAMS

NOTE: Consideration and approval of a new graduate degree program is a multi-step process (including Graduate School Dean, Provost, and Graduate Council). Faculty are encouraged to meet with the Graduate School Dean at the initial stage and also to allocate sufficient lead time.

1. Development of Initial Proposal by Department or Program Area (follow guidelines of GSAS)

2. Approval by Department or Program Area sponsoring the proposal within Arts and Sciences or approval by Dean of School submitting the proposal or both in the case of a joint-degree program

3. Administrative Review within Graduate School by Associate Dean and Registrar of GSAS culminating in recommendation to Dean of GSAS to request formal review of proposal

4. Administrative Review within Budget Office of Arts & Sciences culminating in a recommendation to Dean of GSAS on financial procedures

5. Review by Dean of GSAS culminating in
   a. Summary of recommendations to department or program area within Arts and Sciences detailing (in writing) necessary changes or revisions
   b. Summary of recommendations (in writing) to department or program area in other School detailing changes or revisions of proposal and procedures for implementation of financial procedures

6. Dean of GSAS will forward the draft proposal, when acceptable, to the Provost for his/her preliminary review. (see Provost Office guidelines)

7. Following Provost’s initial okay to proceed, the Dean of GSAS will
   a. have meeting with Head of Department or Program Area to resolve any questions, or
   b. will approve proposal to go forward to the Graduate Council (all changes have to be approved by the Dean of GSAS or, in the case of proposals from outside Arts and Sciences, by the Dean of GSAS and the Dean of the School in question)

8. Approval by Graduate Council

9. Submission by Dean(s) to Provost for final review and approval.

Spring 2013: updated to include Provost review process
September 29, 1998: originally approved by Graduate Council
PROPOSAL FOR NEW DEGREE PROGRAM FOR SUBMISSION TO GRADUATE SCHOOL OF ARTS AND SCIENCES

The proposal should address the following topics:

I. OVERVIEW
   • Describe statement of philosophy/purpose (the degree program is designed to...).
   • Identify who proposes: Which department or faculty unit in the university will I propose this new degree program.
   • Summarize Background

II. NEED FOR NEW DEGREE PROGRAM
   • Specify what need (s) exists to justify a new degree program.
   • State clearly differentiations between this proposed new degree and existing program(s) if related.
   • Identify type of students interested in this degree.

III. PROGRAM REQUIREMENTS
In addition to the requirements of the Graduate School of Arts and Sciences, which requirements must be fulfilled for this degree?
   • Specify number of course hours.
   • List required core courses, electives, and prerequisites (distribution requirements).
   • List other types of requirements (ex. Languages, qualifying examinations, dissertation and defense).
   • Describe time line for coursework and other requirements.
   • Describe areas of emphasis or concentration, if applicable.

IV. ELECTION OF CANDIDATES AND ADMISSION CRITERIA
   • List admission requirements; specify candidate's prior academic qualifications.
   • Identify who will review applications and make recommendations for admission to the Dean of the Graduate School of Arts and Sciences for final approval.

V. PROGRAM ADMINISTRATION
   • State which department or program will administer the program. If this is a proposed joint administration between two departments or Schools, please specify how administrative unit and responsibilities will be shared.
   • Identify Program Director and Graduate Committee.
   • Describe process for evaluation of Student Performance.
   • State Academic Calendar.

VI. RESOURCES AND SUPPORT
   • State whether this new program will draw on existing faculty and resources; be sure to specify available resources.
   • State whether this new program will require additional resources. (Be sure to specify types of resources needed and who will provide.)
VII. FACULTY
   • List Faculty, Rank, Department (School if other than Arts and Sciences)

VIII. EVALUATION OF PROGRAM
   • Describe how and how often program evaluation will be conducted.

IX. ADMINISTRATIVE
   • Matriculation and enrollment.
   • Tuition and Financial Operations.
   • Financial Aid.
   • Student Affairs.
Graduate School of Arts and Sciences
Graduate Certificate Programs
Approved by the Graduate Council, October 1, 1999  Effectively Immediately

BACKGROUND

Purpose and Design of Graduate Certificates: An Overview
Guidelines for Proposals
Procedures for Review of GSAS Certificate Proposals

BACKGROUND

In 1997–98 the Policies and Services Committee of the Graduate Council was asked to study ways to facilitate graduate study outside of a student's major area of concentration, concentrating on the question of whether graduate certificates would be a suitable mechanism. The Graduate School currently offers three graduate certificates the Certificate in Women's Studies, the Graduate Certificate in International Studies, and the Advanced Graduate Certificate in Education.¹

The Committee surveyed departments and programs in 1997–98 in order to determine the desirability of interdisciplinary study, the extent to which such study enhances a student's opportunities in today's job market, and the mechanisms for formally recognizing such study. As a result of this survey and with the recognition that, in today's job market, employers are frequently looking for candidate qualified in one or more fields in addition to their area of expertise, the Committee was charged in 1998–99 with the task of drafting a set of guidelines for graduate certificate programs. Using information gathered from the survey and the Council of Graduate Schools, the Committee drafted the set of guidelines contained herein.

PURPOSE AND DESIGN OF GRADUATE CERTIFICATES: AN OVERVIEW

The purpose of graduate certificate programs is to enhance, enrich, and add breadth to a student's base of knowledge and provide an appropriate credential. Degree programs, by contrast, provide concentrated study. Present post-baccalaureate certificate programs enable graduate students to explore an interdisciplinary area of study while pursuing a master's or doctoral degree; post-baccalaureate certificates can also serve non-degree students who may not need or desire an advanced degree but nevertheless would be served by the additional credential of a graduate certificate.

There are three types of certificate administered and granted by GSAS

1. offered for students enrolled in a graduate or professional program in Arts and Sciences providing an additional, frequently interdisciplinary qualification earned simultaneously with the degree
2. offered for students enrolled in other Divisions within the University providing an additional, frequently interdisciplinary qualification earned simultaneously with the degree; and
3. a stand-alone, direct-entry program for students not enrolled in a graduate or professional degree program, typically offered to suit the needs of a particular clientele or market, and representative of a subdiscipline within an existing graduate program.

¹Certificate programs are not to be confused with professional certification or licensing (e.g., state teacher certification).
GUIDELINES FOR PROPOSALS

Proposals for new graduate certificate programs in the Graduate School of Arts and Sciences should provide the following information.

I. ORIGIN AND PURPOSE
   - Identify the department or faculty unit in the university proposing the new certificate program.
   - Summarize the background of the proposal.
   - State the philosophy or purpose of the program (“The certificate program is designed to . . .”).

II. NEED
   - Specify what need(s) exists to justify a new certificate program and provide evidence of the need.
   - State clearly how this proposed new certificate differs from existing program(s) if related.
   - Identify type of students interested in this degree.

III. PROGRAM REQUIREMENTS
   - Specify number of course hours (the normal range is 15-18 units).
   - List required core courses, electives, and pre-requisites.
   - State clearly whether students may choose electives within the curriculum of their degree program.
   - Specify(a) the number of units that may count towards both the certificate and the degree and (b) the number that can only be allocated towards the certificate.
   - Identify courses that already exist in current graduate programs and those that are newly proposed specifically for this certificate.
   - List other types of requirements (e.g., examinations or papers).
   - Describe timeline for coursework and other requirements.
   - Describe areas of emphasis or concentration, if applicable.

IV. SELECTION OF CANDIDATES AND ADMISSION CRITERIA
   - List admission requirements; specify candidate's prior academic qualifications.
   - Identify who will review applications and make recommendations for admission and financial aid to the Dean of the Graduate School of Arts and Sciences for final approval.

V. CERTIFICATE ADMINISTRATION
   - State which department or program will administer the certificate. If this is a proposed joint administration between two departments or schools, please specify how administrative unit and responsibilities will be shared.
   - Identify Certificate Program Director and Certificate Committee.
   - Describe process for evaluation of Student Performance.
   - State Academic Calendar.

VI. RESOURCES AND SUPPORT
   - State whether this new program will draw on existing faculty and resources; be sure to specify available resources.
   - State whether this new certificate program will require additional resources. (Be sure to specify types of resources needed and who will provide.)

VII. FACULTY
   - List Faculty Name, Rank, Department, and School (if other than Arts and Sciences).
VIII. ENDORSEMENTS
- Statements of endorsement from all chairs or directors whose departments are involved in the proposed certificate program.

IX. ADMINISTRATIVE MATTERS
- Matriculation, enrollment and granting of certificates, to be implemented according to existing guidelines.
- Tuition and Financial Operations
- Financial Aid Recommendation
- Student Advising and Mentoring
- Student Services

PROCEDURES FOR REVIEW OF GSAS CERTIFICATE PROPOSALS

1. Development of Initial Proposal by Department or Program Area, based on the guidelines of GSAS.
2. Approval by Department or Program Area sponsoring the proposal within Arts and Sciences.
3. Administrative Review within Graduate School by Associate Dean and Registrar of GSAS culminating in recommendation to Dean of GSAS to request formal review of proposal.
4. Administrative Review within Budget Office of Arts & Sciences culminating in a recommendation to Dean of GSAS on financial procedures.
5. Review by Dean of GSAS culminating in a written report to the Proposing Department(s) or Program(s) detailing necessary changes or revisions.
6. Meeting with Head of Department or Program Area to resolve any questions.
7. Approval by Dean of GSAS of proposal to be submitted to the Graduate Council.
8. Approval by Graduate Council or request for changes prior to approval (all changes have to be approved by the Dean of GSAS).
9. Approval by Graduate Council.
10. Submission of title and proposal of newly approved certificate and request for program code to Office of Student Records.

1999.08.12
Schools can propose the creation of new degree programs by following the steps outlined below. These guidelines should also be followed when major modification (see checklist at end of document) to an existing degree program is proposed.

1. Development of Initial Proposal by School, Department or Program Area (follow attached guidelines).

2. Submission to Provost for preliminary review and discussion with the Deans and other appropriate personnel.

3. Approval by school specific oversight bodies, which may include the School’s Curriculum Committee, the faculty, the Dean, and the Graduate Council in the case of new PhD Programs. In cases of a degree program that involves more than one school, both schools will complete this process prior to submission to the Provost.

4. Submission by the Dean(s) to the Provost for final review and approval.

5. The Provost informs the Faculty Senate.

6. The Provost works with the Chancellor to inform the Board of Trustees.

7. The Provost’s office notifies the Deans, the University Registrar and Accreditation staff.
GUIDELINES FOR PROPOSAL FOR NEW DEGREE PROGRAM FOR SUBMISSION TO THE PROVOST

The proposal should address the following topics:

I. OVERVIEW
   • Describe statement of philosophy/purpose (the degree program is designed to...).
   • State how the degree program will serve the University’s and the unit’s academic mission.
   • Summarize background.
   • Identify which department or academic unit in the university proposes this new degree program.

II. NEED FOR NEW DEGREE PROGRAM
   • Specify what need(s), opportunities or audiences exist to justify a new degree program.
   • State clearly differentiations between this proposed new degree and existing program(s) if related (regardless of whether the existing program is in a different WU school). Describe areas of productive overlap or plans to collaborate across units, if appropriate.
   • Describe the distinctive competence of the unit and the University for offering this program.
   • Provide estimate of how many students are expected to participate in the program in its early years and in its steady state. Describe what efforts have been made to determine if there is a demand for such a program.

III. PROGRAM REQUIREMENTS
   • Outline the proposed curriculum for the degree program. Specify number of course hours. Describe areas of emphasis or concentration, if applicable.
   • Provide detail on whether this program will call for the creation of new courses or rely on existing courses and whether any program components are off-campus or include online education.
   • List and describe required core courses, electives, and prerequisites and concentrations, if applicable.
   • Describe time line for coursework and other requirements.

IV. SELECTION OF CANDIDATES AND ADMISSION CRITERIA
   • List admission requirements.
   • Identify who will review applications and make admission decisions.

V. RESOURCES AND SUPPORT
   • State how this new program will draw on existing faculty and resources or will provide new resources. Consider whether this new degree program will have an effect on other units in the university.
   • List Core faculty who will oversee the program. Include rank and Department.
   • State whether this new program will require additional resources and who will
provide them.

- Consider issues of tuition and financial aid; if a joint program across schools, describe how tuition and aid will be distributed.

VI. PROGRAM ADMINISTRATION

- State which department or program will administer the program. If joint between two units, specify the division of labor.
- Identify Program Director or Coordinator.
- Describe process for evaluation of Student Performance.
- State plans for providing adequate advising, mentoring, and support of students in the program.

VII. EVALUATION OF PROGRAM

- Describe how and how often program evaluation will be conducted.
Major Modification Checklist

In order to assess whether modification of an existing degree program is substantial enough to merit a full-scale review, the following checklist should be consulted:

Does this?
- Make a substantial change to the philosophy/purpose of this degree
- Involve departments or academic units that have not been previously involved
- Have a changed relationship to other degrees that may have been approved or modified since the existing degree was designed
- Propose major curricular changes (e.g. are more than 25% of the courses new to this degree?)
- Involve faculty from new or different departments or schools
- Have access to new resources that present new opportunities for expansion of the degree, or face a loss of resources that requires downscaling
- Propose shifting the administration of the degree to a different administrative unit

If the answer to one or more of these questions is “yes,” please consult with the Provost about whether a new review is required.

(3/10/11)