

Approval Process for New or Revised Graduate Programs

When submitting a program prospectus, please provide the attached cover page with signatures/dates. Also, consult with the registrar's office, the library (for resources), the Outreach School (for programs/courses that include Outreach delivery), and financial aid (for certificate programs only). A description of the program prospectus is attached.

1. New Graduate Program

a. Within a single college

Submit program prospectus/cover page for approval from the following:

- Department Head
- College Dean
- Graduate Council
- Academic Affairs with input from Deans' Council
- President
- Trustees

b. Interdisciplinary- multiple colleges

Submit program prospectus/cover page for approval from the following:

- Heads of participating departments
- Deans from each college
- Graduate Council
- Academic Affairs with input from Deans' Council
- President
- Trustees

2. New Graduate Minors

Submit program prospectus/cover page for approval from the following:

- Department Head
- College Dean
- Graduate Council
- Academic Affairs with input from Deans' Council
- President
- Trustees

3. New Graduate Options

Submit program prospectus/cover page for approval from the following:

- Department Head
- College Dean
- Graduate Council
- Academic Affairs with input from Deans' Council

4. Major Modifications to Graduate programs (including name changes)

Submit program prospectus/cover page for approval from the following:

- Department Head
- College Course Committee
- College Dean
- Graduate Council
- Academic Affairs with input from Deans' Council
- President
- Trustees

5. For-Credit Certificate Programs

The Academic Affairs website for policy related documents outlines for-credit certificate development requirements. Submit program prospectus/cover page for approval from:

- Department Head
- College Dean
- Graduate Council
- Academic Affairs with input from Deans' Council

New or Revised Graduate Program Prospectus

When submitting program proposals, please provide the attached cover sheet for signatures/dates. Also, consult with the Outreach School (if program or courses include Outreach delivery), the registrar's office, the library (for resources), and financial aid (for certificate programs only).

Program Proposal

Revised programs are those with major modifications that necessitate additional resources such as faculty, credit hours, equipment, facilities, or other support.

- I. Description of Program
 - A. Title
 - B. Purpose and nature of the program
 - C. Requirements
 - D. Current courses and existing programs
 - E. Courses which must be added
 - F. Accreditation issues if appropriate
- II. Resources
 - A. Faculty
 1. Current faculty
 2. Additional faculty required
 - B. Library
 - C. Physical facilities and equipment
 - D. Other support (i.e., more staff, lab technician, materials)
- III. Need and Demand (i.e., are comparative institutions offering similar programs?)
- IV. Assessment Plan
 - A. Timeline
 - B. Projected outcomes
- V. Additional Information

**NEW OR REVISED GRADUATE PROGRAM
APPROVAL COVER PAGE**

Program Title: _____

College: _____

Department: _____

_____ New Graduate Program
_____ Single College
_____ Interdisciplinary

_____ New Graduate Minor

_____ New Graduate Option

_____ Major Modification to a Graduate Program

_____ New Graduate Certificate Program

Please collect signatures from the following to ensure they have been consulted or notified during program development or revision:

_____ Registrar

_____ Library Dean

_____ Outreach Dean

_____ Financial Aid Director (certificate programs only)

Approved:

Department Head(s) Date

College Dean(s) Date

Chair of Graduate Council Date

Provost, Academic Affairs Date

Please return a copy of the final approval page to the affected College Department and Dean, Academic Affairs, Library Dean, Registrar, Outreach School Dean, Financial Aid Director (certificate programs only), and the Office of Institutional Analysis.