

NEW DEGREE PROGRAMS

The precise degree of the graduate coordinator's involvement with proposals for establishing new programs, including new degrees, options, emphases, concentrations, or Certificates of Advanced Study (CAS), will vary from program to program. For your general information, a basic outline of paperwork and procedure as well as useful advising tips is offered here.

Paperwork

Varies by request. Please contact the Division of Graduate Studies (DGS) for information and assistance.

Deadlines

Varies by request. Please contact the DGS for information.

Procedure

- All new program proposals (degree, option, emphasis, concentration, or CAS) must be approved by the University Graduate Committee and other entities on campus.
- Before proposing a new degree, option, emphasis, concentration, or CAS, the department(s) should meet with the graduate dean to discuss the procedures and strategies for new program proposals.
- The faculty concerned should attend the DGS workshop on proposing new degree programs. Workshop dates are announced on the Gradinfo Listserv.
- The department should forward proposals to the DGS to be placed on the University Graduate Committee's agenda.
- The University Graduate Committee chair will invite program representatives to be present during the preliminary discussion of the proposal.
- The committee chair will send a memo informing the program of the committee's action.
- The request, if approved, will be forwarded to other appropriate Academic Senate committees and placed on the agenda or the Consent Calendar by the Executive Committee of the Academic Senate.
- If approved by the senate, the request will be forwarded for the provost's and the president's signature.
- As needed, the request will be forwarded to the Chancellor's Office for approval.

Tips for Proposals

- Work in cooperation with the department faculty.
- Secure the support of the department chair and college/school dean prior to preparing proposal.
- Start early.
- Early in the process, consult with other departments that you plan to collaborate with or whose courses you plan to list as requirements or electives, or who offer related coursework. Secure letters of support for your proposal from potentially affected departments.
- Expect the process to take longer than you would prefer.