

## ***New graduate degree and certificate programs – additional information for developers.***

Faculty involved in the creation of new graduate degree and certificate programs have faced significant challenges in understanding both the full set of documentation required for new program proposals and the official routing system. This information is designed to provide some clarification for these processes.

New guidelines, effective January 2010, have been posted to the curriculum systems web site and reduce significant ambiguity in the proposal process.

<http://www.curriculumsystems.uga.edu/Policies/Policy1.pdf>

### **Letters of support:**

Although the posted policy guidelines do not detail requirements for letters of support, historically at UGA those representatives of units not making the initial proposal that are nevertheless included as making significant contributions to the new program are reluctant to vote (at any level in the approval process) in favor of a unit's new program, unless letters of support from the contributing units are included.

For example, new graduate programs within departments or institutes that require significant faculty support (in the form of research, mentoring, or teaching) from departments or units outside the originating programs should include a letter of support from the appropriate administrator of those units. For interdisciplinary programs, any units (department, institute, school and college) that furnish significant faculty support (in the form of research, mentoring, or teaching) from departments or units should include a letter of support from all appropriate administrators.

### **Curriculum.**

Overall curriculum requirements for receipt of the graduate degree or certificate must be included. Requirements for any area of emphasis to be included in the program proposal must also be added. Areas of concentration do not need to be included. A sample program of study outlining the courses a typical student might take in pursuit of the program must be included.

### **Enrollment projections and expenditures.**

Table 14 (for either masters or doctoral degrees) projects enrollment, credit hour production, revenue, and expenditures for the proposed program. This table is frequently omitted in pre-proposals received by the Graduate School. It is critical for approval at all levels. Generally, college or institute administrators can provide assistance in completing this information. The Graduate School is also willing to provide guidance.

**Approval and Routing:**

Overall guidelines for routing are in the published policy. The letters of support as described above will serve as approval by all appropriate units. Where committee approvals were obtained, the vote tally should be included in the cover letter of transmission. After these procedures, the proposal should be submitted to the Graduate School. This submission may be done simultaneously with the procurement of appropriate letters of support.

- Graduate School administration will review the proposal and make any recommended suggestions to submitters. The Graduate School welcomes inquiries and conversations with faculty proposing new graduate programs, including certificates, at any point in the development process.
- Proposals will then be evaluated by the Graduate Council Program Committee.
- Following positive evaluation, the proposal will then be evaluated by the entire Graduate Council.
- Proposals approved at this level will then be submitted for review by the University Curriculum Committee and subsequently forwarded with a recommendation to the University Council for consideration.
- University Council recommendations on proposals are forwarded to the Office of the Senior Vice President for Academic Affairs and Provost who will transmit the same to the President of the University for consideration.
- The President will transmit proposals to the Board of Regents with his recommendation.

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