Office of the Provost

**Review of Proposals for New Degree Programs**

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.

**New certificates (for credit) should be submitted to the Provost as in step two for information only.**

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 Council.

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 (including library 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
* Propose discontinuing the degree

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

(5/10/11)