

PROCESS FOR THE REVIEW AND APPROVAL OF  
NEW, MODIFIED, OR DELETED GRADUATE PROGRAMS AT  
THE UNIVERSITY OF NEW HAMPSHIRE  
*Approved by the Graduate Council, 3/8/00, rev 12/11\**

**Scope**

This policy applies to all proposals from departments and programs seeking to establish new graduate degrees or majors, change the names of major or degree designations, or delete a program. This policy will operate in accordance with USNH Board of Trustees bylaws and USNH Administrative Board policy) as outlined in the System Academic Planning Council (SAPC) Program Review Handbook). Proposals to add new options to existing majors will follow existing Graduate School policy.

USNH BOT Bylaws: <http://usnholpm.unh.edu/BOT/II.Acad/G.htm>

USNH Administrative Board Policy: <http://usnholpm.unh.edu/USYII.Acad.G.htm>

SAPC Program Review Handbook: <http://www.usnh.edu/asa/documents/SAPCHANDBOOKrevJune2011.pdf>

Graduate School Policy on Options: <http://www.gradschool.unh.edu/pdf/options.pdf>

**Authority**

The Graduate Council is the faculty governance body charged with reviewing all proposals that fall within the scope of this policy. The Graduate Council makes positive or negative recommendations to the Dean of the Graduate School regarding the approval of proposals. The Dean in turn consults with the appropriate school and college deans before making a final determination. Prior to making a final recommendation for a new program approval to the Provost, the Dean of the Graduate School must convene a meeting of the UNH Graduate Faculty in accordance with the Graduate Faculty by-laws. A positive vote by a simple majority of the Graduate Faculty must occur before forwarding the proposal to the Provost.

All proposals to change the name of a degree program shall require the approval of the UNH president, the USNH Administrative Board upon the advice of the System Academic Planning Council. All proposals to add or delete a program shall require the approval of the UNH President, the USNH Administrative Board upon the advice of the System Academic Planning Council, the Programs and Services Committee of the Board, and in certain cases the full Board of Trustees. (USY II.G)

**Initial Planning**

Whenever a change in a graduate program is contemplated that falls within the definition of “scope” above, the relevant faculty are encouraged to consult with their department chairs, school/college deans, and the Dean of the Graduate School. Such consultations may be informal initially. If the decision is made to proceed with planning, a Prospectus for Program Change must be prepared and submitted to the Dean of the Graduate School generally no less than 12 months prior to the anticipated effective date of the change. Part I describes the process for establishing new degrees or majors. Part II describes the process for changing the names of existing majors or degree designations, splitting or merging existing programs, and deleting programs.

\*Revised 12/11 to reflect changes in the System Academic Planning Council Program Review Handbook

## **PROPOSALS FOR NEW DEGREES OR MAJORS – Program Addition**

### **Intent-to-Submit Proposal**

Proposals for new degrees or majors result from careful initial planning at the department or program level. Such proposals move through a two-step process. The purpose of the Intent-to-Submit proposal review is to measure the feasibility for program prior to developing a full proposal. The Intent-to-Submit proposal should address the following items, following the SAPC Guidelines (see Appendix A):

- i. Cover Sheet outlining the rationale for the program.
- ii. General Information, including the name of the program, CIP code and CIP title the name of the department or program submitting the proposal, the name of primary faculty contact, and the proposed date of program implementation.
- iii. Program delivery elements, including whether the program will be offered on- or off-campus (if off, specify location), in partnership with other institutions (specify institutions), and/or online-only or online-hybrid program.
- iv. A brief summary of the program design, including the academic and organizational goals of the proposal, an outline of the curriculum, implications for faculty assignments, and the anticipated impact of the proposal on academic and fiscal resources.
- v. Alignment with mission and goals of UNH.
- vi. Additional information including evidence of student or employer demand, anticipated effects on student enrollments and post-graduate opportunities, and the relationship of the proposed change to existing UNH graduate degree programs. Similar programs at other institutions should be identified.

A Program Planning Group must be established and the names of the group's members should be submitted with the Intent-to-Submit proposal. The Program Planning Group must include the graduate program coordinator(s) or his/her designee from the participating program(s), and may include the Graduate Council representative(s) from the relevant district(s).

The Intent-to-Submit proposal must be endorsed in writing by the appropriate department chair(s) and school/college dean(s) before it is submitted to the Dean of the Graduate School.

The Intent-to-Submit proposal is assigned to the relevant committee(s) of the Graduate Council for initial review. The committee(s) may seek additional information, consult with members of the Program Planning Group and/or academic administrators, and take any other actions necessary before reporting its recommendation to the full Graduate Council. In the case of proposals for new degrees or majors, the recommendation will be to either: a) proceed with the full proposal, b) not continue planning, or c) make revisions in the proposal and resubmit it. The Graduate Council will affirm or revise the committee(s) recommendation. The Council's decision will be communicated to the Program Planning Committee and appropriate deans and chairs by the Dean of the Graduate School.

If the Graduate Council recommends proceeding with the full proposal, the Dean of the Graduate School will forward the proposal to the Provost who will in turn forward it to the President for transmittal to SAPC for approval.

## Formal Proposal

If the Council recommends that planning proceed, and SAPC approval is secured, the Program Planning Committee will develop a Formal Proposal, following SAPC guidelines (see Appendix B):

- i. Executive summary of the proposal (no longer than 2-3 pages), to include description of program design, objectives, supporting data, available resources, program evaluation, and long-term implications.
- ii. General program information, including the name of the new degree or program (major), CIP code and CIP title, proposed date of implementation, the name of the primary faculty contact, and the location of the program (sponsoring department) .
- iii. Evidence of demand (student and employer or community-based demand).
- iv. Program characteristics (appropriateness of program to the university's mission and goals; detailed statement of program goals and objectives including anticipated student outcomes; certification, licensing, or accreditation requirements associate with the program; a comparative (benchmark)analysis of the proposed curriculum with those of similar programs located in at least three other universities, preferably in the public sector, that represent comparators and competitors).
- v. Program design ( Admissions standards and criteria; plans for student recruitment; anticipated sources of student support; degree requirements, including a list of required and elective courses, practica, internships, capstone experiences, required examinations for candidacy if appropriate; procedures and criteria for the measurement of student progress toward the degree.
- vi. Program delivery system (The organizational structure and administrative practices for the program, including the role of faculty in program governance and the mechanisms for selecting the graduate program coordinator/director; anticipated use of distance learning technologies and/or other innovative delivery or scheduling approaches; a description of the advising/mentoring practices that will be utilized).
- vii. Enrollment impact including a projection of new student matriculations for each of the first four years of program operation and whether these will represent an increase in FTE at UNH and if yes, describe the estimated impact.
- viii. Program evaluation procedures.
- ix. Program administration and budget (A table indicating faculty teaching assignments in the program for each of the first three years of program operation; academic support facilities necessary to operate the program, including library holdings (a statement from the Dean of the Library outlining the impact of program will have on library holding is required), research and instructional equipment, laboratories, information technologies, field sites, etc.; projection of program expenses and revenues for the first five years of operation, including faculty time, support costs, student recruitment, administrative overhead, plus anticipated funding sources (tuition, grants and contracts, fees for service, private sources, etc.) [Note: The Office of Academic Affairs has a standard format for projecting program expenses and revenues.] <http://www.unh.edu/rcm/rcmmanual/manualrcmtools7.htm>
- x. Course syllabi of required courses.

## Review and Recommendations of Formal Program Proposal

The draft Full Proposal is submitted to the Dean of the Graduate School, with copies to the appropriate school/college deans. The relevant committee of the Graduate Council reviews the draft Full Proposal and determines whether the proposal is ready for external review. If it is, the Dean of the Graduate School, in consultation with the Program Planning Group, identifies the External Review Team (usually consisting of

three experts possessing the credentials necessary for a fair and thorough assessment). Costs associated with the External Review Team (honoraria, travel expenses) will be borne by the RCM unit(s) advancing the proposal.

The External Review Team then reviews the draft Full Proposal and visits the campus to interview faculty, administrators, and prospective students and assess the instructional resources. The Team subsequently writes a report addressed to the Dean of the Graduate School and the Program Planning Group that includes an assessment of the proposal as well as recommendations for improvement. The Planning Group will provide a written response to the External Team's Report. Revisions are made as necessary in the Full Proposal and a final proposal is submitted to the Graduate Council. No later than this point in the process, the appropriate faculty governance bodies within the participating schools/colleges must review the Full Proposal and make their recommendations. The relevant deans do likewise. A negative recommendation from the school/college faculty group or dean(s) will end the review process.

The responsible Graduate Council committee takes into account the external report and the revised proposal in order to make a recommendation to the Council. The Graduate Council then determines whether to proceed with a positive recommendation to the Graduate Faculty. If the Council decides not to proceed, it must give a full explanation to the Program Planning Group.

The Graduate Faculty is convened and votes on the recommendation from the Council. The action of the Graduate Faculty in addition to the recommendation of the Council and the report of the External Review Team will be the basis for the decision of the Dean of the Graduate School. The Graduate Dean will forward his/her recommendation to the Provost for his/her approval and recommendation to the President who will make a final determination and forward the proposal to the USNH system office for approval (USNH Administrative Board upon the advice of SAPC, USNH Programs and Services Committee, and in certain cases the full Board of Trustees).

#### **PROPOSALS TO CHANGE THE NAME OF AN EXISTING GRADUATE MAJOR OR DEGREE DESIGNATION**

Proposals to change the name of an existing academic degree program/major (e.g., from the MS in Botany to the MS in Plant Biology) or degree designation (e.g., from the MST in College Teaching to the MA in College Teaching) will follow the steps outlined below:

The Graduate Program Coordinator or Department Chair submits a Prospectus for Program Change to the Dean of the Graduate School, with copies to the dean of the school/college where the program is located. The Prospectus should indicate:

- I. Name of department or program submitting the proposal, including name of primary faculty contact and the effective date for the program change.
- II. Rationale for the proposed change (including anticipated effects on student enrollments and post-graduate opportunities, and the relationship of the proposed change to existing UNH graduate degree programs).
- III. A narrative description of the proposed change (including the academic and organizational goals of the change).
- IV. Plans for communicating the change to the University community and the general public.

Upon receipt of letters of endorsement for the proposed change from the relevant department chair and school/college dean, the Dean of the Graduate School will refer the proposal to the appropriate committee

of the Graduate Council for review and recommendation. The committee will make a recommendation to approve or deny the change to the full Council, which will in turn make a recommendation to the Dean of the Graduate School.

The recommendation of the Graduate Council will be the basis for the decision of the Dean of the Graduate School. The Graduate Dean will forward his/her recommendation to the Provost for his/her approval and recommendation to the President who in turn will make a final determination and forward the proposal to the USNH system office for approval (approval of the President and the USNH Administrative Board upon the advice of SAPC).

### **PROPOSALS TO DELETE AN EXISTING DEGREE/MAJOR PROGRAM**

Proposals to delete an existing degree or major may be initiated by program faculty, a school/college dean, or the Graduate Council pursuant to a formal program review. A request for program deletion is submitted to the Dean of the Graduate School, with copies to the dean of the school/college where the program is located. The request should indicate:

- i. Name of department or program submitting the request, the name of primary faculty contact, and the effective date of the program deletion.
- ii. Rationale for the proposed deletion (including anticipated effects on student enrollments and the effect of the proposed deletion on existing UNH graduate degree programs)
- iii. Plans for communicating the deletion to the University community and the general public

Upon receipt of letters of endorsement for the proposed deletion from the relevant department chair and school/college dean, the Dean of the Graduate School will refer the proposal to the appropriate committee of the Graduate Council for review and recommendation. The committee will make a recommendation to approve or deny the deletion to the full Council, which will in turn make a recommendation to the Dean of the Graduate School.

If the recommendation is to delete), and the Dean of the Graduate School concurs, the proposal will be put before a meeting of the Graduate Faculty, called and conducted in accordance with the Graduate Faculty by-laws. A simple majority vote of the Faculty will be necessary to proceed with deletion of an existing degree or major. Note: A meeting of the Graduate Faculty is not required if the recommendation to delete the degree or major program has received unanimous support from the program faculty and college dean as well as the Graduate Council

The recommendations of the Graduate Council and the Dean of the Graduate School, along with the results of the vote of the Graduate Faculty, if required, will be forwarded to the Provost. The Provost will review the proposal and communicate his/her recommendation to the President, who in turn will make a final determination and forward the proposal to the USNH system office for approval (USNH Administrative Board upon the advice of SAPC, USNH Programs and Services Committee, and in certain cases the full Board of Trustees).

Note: If the initial impetus to delete a degree or program is the direct result of a graduate program review and based on a final assessment by the Graduate Council, program faculty may choose to exercise the formal appeals procedures for program closure adopted by the Graduate Council (October, 1998). Any such appeal must be exhausted before the present policy applies.

## Appendix A

### PROGRAM ADDITION: INTENT-TO-SUBMIT PROPOSAL (TEMPLATE A)

The purpose of the intent-to-submit proposal review is to test the feasibility of the new program prior to formal submission for approval. This proposal provides sufficient information to permit assessment of the proposed program in terms of appropriateness, need, and quality of design. The proposal is developed to the point at which the institution has examined the long-term implications and is convinced that it should go forward; however, the proposal itself is still receptive to modification.

#### I. Cover sheet summary:

Describe in a few paragraphs what the proposal entails and why the institution believes it should create the new program.
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#### II. General information:

Institution	Date
Program name	
2000 CIP code and CIP title	
Proposed date of program implementation	
Department/school program housed in	
Primary contact person	

#### III. Program delivery (indicate all that apply):

On-campus program
Off-campus locations(s) (identify all)

Partnerships with other institutions (specify institutions)
Online-only program
Hybrid program

**IV. Program design:**

Provide a brief summary of the program design, including primary objectives and proposed curriculum outline.
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**V. Alignment with mission:**

State the appropriateness of the program to the mission and goals of the institution.
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**VI. Provide additional information as follows (attach surveys as applicable):**

Evidence of student or employer demand
Are there similar programs at other USNH institutions? If yes, where?
Are there similar programs at New Hampshire private institutions? If yes, where?
Are there similar programs at other universities around the country that would be considered comparable to the one being proposed? If yes, where?

## Appendix B

### PROGRAM ADDITION: FORMAL PROPOSAL (TEMPLATE B)

**Report Format:** The following format may be used as a form outright and can be completed electronically or may be used as a content guideline. In either case, the narrative executive summary should be attached as a separate document and should be no longer than 2 to 3 pages. Please try to limit responses to sections II through VIII to no more than 10 pages combined. The length of responses to sections IX through XII is not limited.

#### I. Executive summary:

Provide an executive summary of the proposed academic program. Include a description of the program design, objectives, supporting data, available resources, evaluation, and long-term implications.

#### II. General information:

Institution	Date
Program name	
2000 CIP code and CIP title	
Proposed date of program implementation	
Primary contact person	

#### III. Evidence of demand:

Provide a summary addressing the following issues of student and community demand. (Attach as an appendix a supporting summary of survey results, if applicable.)

<ul style="list-style-type: none"> <li>• Evidence of indicators of student demand</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence of employer or community-based demand</li> </ul>
<ul style="list-style-type: none"> <li>• Detailed explanation of other reasons or circumstances indicating demand</li> </ul>

**IV. Program characteristics:**

Appropriateness of the program to the institution’s mission and goals
Description of program and faculty objectives (i.e., what the program and faculty will expect to teach the students)
Description of knowledge and/or skills students will be expected to demonstrate during the course of their participation in the program and at the completion of the program
Anticipated/planned transfer and articulation agreements or arrangements
Certification, licensing, or accreditation requirements associated with program
Comparison of the new program curriculum with those of similar programs in the public sector
Issues that may have been identified by SAPC during the intent-to-submit review

**V. Program design:**

Name of proposing department
Admission standards and criteria
Testing and evaluation procedures related to prior experiential learning (if applicable)
Sequential outline of the new program
Interdisciplinary program collaborations (if applicable)

Physical location(s); describe any locations off main campus
If program is product of interinstitutional planning, specify institutions and their locations
Degree requirements, including list of required and elective courses
Description of how academic work in related fields may apply to this program
Procedures and criteria for assessing student learning beyond grading in courses, identifying when, during the course of their participation in the program, students will be assessed; the assessment methods that will be used; and the criteria for determining success
Procedures and criteria for evaluating and testing course-related internships (if applicable; may be included in course syllabi)

**VI. Program delivery system:**

Organizational chart illustrating the administrative structure of program
Procedures for student academic and career counseling

**VII. Enrollment impact—anticipated head counts, FTE, patterns:**

Provide new student enrollment estimates by year for the next four years.
Will this enrollment represent an increase in total FTE on the institution? If yes, describe estimated impact.

**VIII. Program evaluation procedures:**

Identify the procedures that will be used to evaluate program design and delivery as they relate to the findings regarding student learning.
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**IX. Institutional resources:**

List of faculty expected to teach in the program; identify highest degree obtained by each		
Anticipated impact related to academic and career counseling services		
List resources needed and related costs for implementation of program:		
Resource	Description	Cost
Instructional staff/faculty (FTE)		
Administrative staff (FTE)		
Student support staff (FTE)		
Computer support staff (FTE)		
Facilities and equipment		
Library resources		
Laboratories		
Other		
Identify funding sources, both existing and anticipated (specify estimated revenues)		

**X. Attach all course syllabi to include the below components:**

Course description (usually from the catalog)
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List of course prerequisites
List of course objectives
List of required text
Description of anticipated learning activities
Evaluation plan
List of expectations, including preparatory readings/assignments, classroom expectations, etc.

**XI. External review:**

Report of outside reviews and/or consultants
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**XII. Department response to external review:**

Response to outside reviewers' issues and concerns
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**XIII. Approval:**

All submissions to SAPC require the signature of the president.
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**XIV. Program implementation and notification:**

If the implementation date is changed or delayed from the date on the approved proposal, the institution shall notify the USNH Office of Research and Planning of the date change.
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