

**PROCEDURE FOR APPROVAL OF OPTIONS
IN GRADUATE PROGRAMS**

Adopted by the Graduate Council

September 15, 1999

The convention within the UNH Graduate School to formally designate programs of study on student academic records and diplomas is to use the term “majors” and “options.” Programs have generic **degree** titles (Master of Arts, Master of Science, etc.). Under these generic titles are **major** areas of study (Master of Arts in English, Master of Science in Earth Science, Master of Education in Early Childhood Education, etc.). For certain graduate programs, **options**, which represent a further delineation of courses of study, may be appropriate [Master of Arts in English (Writing), Master of Science in Earth Science (Geology), Master of Education in Early Childhood Education (Special Needs), etc.] to recognize a student’s graduate experience.

The process for review and approval of program **options** will consist of the following steps:

1. Informal communication to the Graduate Dean from a department or group of faculty to indicate interest in establishing a new option within an existing program (master’s or doctoral) and to describe the preliminary program design;
2. Submission of a formal proposal, with endorsement from the appropriate department chairs and school/college dean, addressed to the Graduate Dean, to include the following components:
 - A. *Descriptive information* Department name, degree name, name of major, name of proposed option, proposed date of implementation, primary contact faculty member (including telephone number and/or e-mail address)
 - B. *Program goals and objectives* Describe briefly the goals and objectives of the existing major program and the proposed option, including reference to how the option furthers the mission of the department and college.
 - C. *Curriculum* List the required and elective courses to fulfill the requirements for the proposed option, and indicate how these requirements vary from the existing major as well as the length of time anticipated for completion of the degree requirements. Include a general description of the anticipated course schedule (daytime only, day and evening, evening only, weekends, etc.).
 - D. *Intended student enrollment* Describe the students who are likely to enroll in the proposed option (how many new students each year, how many of these will represent new students to the University vs. the number who will transfer from existing programs, evidence of student demand for the proposed option, plans for student recruitment)
 - E. *Intended student outcomes* Describe the likely professional or academic placements that students will achieve as a result of completing the option

- F. *Resources* Detail the resources needed to support the proposed option (faculty, support staff, operating budget, library, laboratory, field-based, student support) and the potential source of these resources

Once the complete proposal is received, including the chair and dean endorsements, it will be reviewed by the appropriate committee of the Graduate Council and a recommendation will be forwarded to the Council for a vote. Concerns about the proposal will be communicated by the Graduate Dean, who in turn will work with the program faculty to resolve any identified problems. The vote of the Graduate Council will constitute final approval. Approval of new options will be communicated to the appropriate department chair, school/college dean, the provost, and the University System Academic Policies Committee.