

**GUIDELINES FOR THE APPROVAL OF
NEW, MODIFIED, OR DELETED GRADUATE PROGRAMS
(DEGREES, MAJORS AND OPTIONS)
THE UNIVERSITY OF NEW HAMPSHIRE**

Approved by the Graduate Council, 3/8/00; rev 12/11, rev. 8/12***

The mission of the Graduate School is to provide innovative, responsive and accessible master's, doctoral and certificate programs of the highest quality in line with the university's mission. Graduate degree programs are designed to give students a mastery of a complex field of study or professional area. The development, review and deletion of graduate programs rest with the graduate faculty.

These guidelines apply to all proposals from departments and programs seeking to establish new graduate degrees, majors, options, change the names of major, option or degree designations, or delete a program.

Certificates guidelines are found at: http://www.gradschool.unh.edu/pdf/pol_certificate.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 (degree/major) 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 add, delete, or change the name of a program shall require the approval of the UNH President. Proposals to change the name of a degree program, add a new program or delete a program are forwarded to the USNH System and Board of Trustees for information.

Initial Planning

Whenever a change in a graduate program is contemplated that falls within the scope of these guidelines, the relevant faculty is 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 (SAPC) Program Review Handbook

** Revised 8/12 to reflect removal of SAPC from approval process and incorporation of the policy on the approval of options.

PROPOSALS FOR NEW DEGREES OR MAJORS – Program Addition

Step 1: Intent-to-Submit Proposal

The purpose of the Intent-to-Submit proposal review is to measure the feasibility for the program prior to developing a full proposal. The Intent-to-Submit proposal should address the following items:

- i. Cover Sheet outlining the rationale for the program.
- ii. General Information, including the name of the program, the name of the department or program submitting the proposal, the name of primary faculty contact, the names of the Program Planning Committee and the proposed date of program implementation. Note: a CIP code and title will be established by the Graduate School in consultation with the Registrar and the Director of Institutional Research and Assessment.
- 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 proposed 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 and the unit proposing the program.
- 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.

The Intent-to-Submit proposal must be endorsed in writing by the appropriate department/program 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 (master's or doctoral or both). The committee(s) may seek additional information, consult with members of the Program Planning Committee and/or academic administrators, and take any other actions necessary before reporting its recommendation to the full Graduate Council. 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, the appropriate deans and chairs and the Provost by the Dean of the Graduate School. The Provost may either (a) support the intent-to-submit proposal, with or without recommendations for improvement, or (b) withhold support pending further development of the program concept. The Provost informs the System of UNH's intent to develop a new program.

Step 2: Formal Proposal

If the Intent-to-Submit proposal is approved, the Program Planning Committee will develop a Formal Proposal:

- i. Executive summary of the proposal (no longer than 2-3 pages)
- ii. General program information, including the name of the new degree or program (major), CIP code and CIP title, proposed date of implementation, the location of the program (sponsoring program/department), the name of the primary faculty contact, and the names of the Program Planning Committee.
- 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. Rationale, including its relationship to the university, college and program mission, as well as evidence of demand for the program (student and employer or community-based demand). Surveys to support evidence of demand should be included in an Appendix.
- v. Program characteristics: Detailed statement of program goals and objectives including anticipated student outcomes; certification, licensing, or accreditation requirements associated with the program; comparative (benchmark) analysis of the proposed program curriculum located in at least three other universities with those of similar programs in the public sector.
- vi. Program design: Describe 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; responsibilities and authority the graduate program coordinator/director has within the program; role of faculty in advising and mentoring with the program; admissions standards and criteria; plans for student recruitment; anticipated sources of student support; degree requirements, including a list of required and elective courses, internships, capstone experiences; requirements for advancement to candidacy for doctoral students, if appropriate; procedures and criteria for the measurement of student progress toward the degree.
- vii. Enrollment impact including a projection of new student matriculations for each of the first five years of program operation and whether these will represent an increase in FTE at UNH and if yes, describe the estimated impact.
- viii. Program administration and budget: A table indicating faculty teaching assignments in the program for each of the first five years of program operation; academic support facilities necessary to operate the program, 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 in Blackboard for projecting program expenses and revenues.
- ix. An analysis of library holdings (A statement from the Dean of the Library outlining the impact the program will have on library holdings must be included in the appendices).
- x. The appendices to the proposal should include: Course descriptions and if available, course syllabi of required courses; faculty vitae; the standard budget spread sheet from Academic Affairs; and the statement from the Dean of the Library.

Step 3: Review and Recommendations of Formal Program Proposal

The 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

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 reviews the Full Proposal and visits the campus to interview faculty, administrators, and prospective students and assess the resources proposed to support the program. 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 as appropriate and incorporate revisions in the Full Proposal and submit a final proposal to the Dean of the Graduate School. 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. A simple majority vote of the faculty present at the meeting is required for approval. 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 and the Board of trustees for information.

PROPOSAL FOR NEW OPTIONS – PROGRAM ADDITION

Options, which represent a further delineation of courses below the major level, may be appropriate in some programs. Options are formally designated on the academic record and diploma. Submission of a formal proposal, with the endorsement of the appropriate department/program chairs(s) and the college dean must be submitted to the Dean of the Graduate School. The proposal for a new **option** should address the following items:

- i. A brief summary of the proposal.
- ii. *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)
- iii. *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.
- iv. *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.).

- v. *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)
- vi. *Intended student outcomes:* Describe the likely professional or academic placements that students will achieve as a result of completing the option
- vii. *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, 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 Graduate Council will make a recommendation to the Graduate Dean. Approval of new options will be communicated by the Dean of the Graduate School to the appropriate department chair, college dean, and the provost who will in turn make a recommendation to the President. The President has final approval and will communicate his decision to USNH System Office and the Board of Trustees for information.

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

Proposals to change the name of an existing major or degree designation 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, including currently enrolled students and the general public. (Note: currently enrolled students have the option of continuing in their current program or moving to the new program.

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 and Board of Trustees for information.

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, including currently enrolled students and the general public. Note: plans to allow currently enrolled students the opportunity to complete their program must be articulated.

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 and the Board of Trustees for information.

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 and B provide a template that may be used for the Intent-to-Submit and Final Proposal documents for New Programs. Both templates follow the guidelines of the requirements outlined above in the policy.

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. The Intent-to-Submit proposal provides sufficient information to permit assessment of the proposed program in terms of appropriateness, need, and quality of design.

I. Cover sheet summary:

Describe in a few paragraphs what the proposal entails and why the institution believes it should create the new program.

II. General information:

Program name
2000 CIP code and CIP title (Provided by Graduate School)
Proposed date of program implementation
Department/school program housed in
Primary contact person
Names of Program Planning Committee

III. Program delivery (indicate all that apply):

Indicate whether the program will be offered (On-campus program, On-line only program, or Hybrid)
Indicate all locations the program will be offered.
Partnerships with other institutions (specify institutions)

IV. Program design:

Provide a brief summary of the program design, including primary objectives and a preliminary curriculum outline.

V. Alignment with mission:

State the appropriateness of the program to the mission and goals of the university and the unit proposing the program.

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)

I. Executive summary:

Provide an executive summary of the proposed academic program (2 or 3 pages)
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II. General information:

Program name
2000 CIP code and CIP title
Proposed date of program implementation
Primary contact person
Program Planning Committee

III. Program delivery elements:

Indicate whether the program will be offered (On-campus program, On-line only program, or Hybrid)
Indicate all locations the program will be offered.
Partnerships with other institutions (specify institutions)

IV. Rationale and Evidence of demand:

Provide a short rationale for offering this program including its relationship to the university, college and program mission.
Provide a summary addressing the evidence of student and community demand for the program. (Attach as an appendix a supporting summary of survey results, if applicable.)

V. Program characteristics:

Detailed statement of program goals and objectives including anticipated student outcomes
Certification, licensing, or accreditation requirements associated with program
A comparative (benchmark) analysis of the proposed program curriculum located in at least three other universities with those of similar programs in the public sector

VI. Program design:

Describe 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
Responsibilities and authority the graduate program coordinator/director has within the program
Role of faculty in advising and mentoring within the program
Admission standards and criteria
Plans for student recruitment
Anticipated sources of student support
Degree requirements including a list of required and elective courses, internships, and capstone experiences
Requirements for advancement to candidacy for doctoral students if appropriate
Procedures and criteria for the measurement of student progress toward the degree

VII. Enrollment impact:

Provide new student enrollment estimates by year for the next three years.
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Will this enrollment represent an increase in total FTE at UNH? If yes, describe

VIII. Program administration and budget:

List of faculty expected to teach in the program and their teaching assignments in the program for each of the first three years of the program.

Academic support facilities and resources necessary to operate the program, including research and instructional support, equipment, laboratories, technology support, etc.

Summary of estimated program expenses and revenues over the first 5 years of the program (The academic affairs standard spread sheet must be included as an appendix.)

IX. Library Impact:

Analysis of library holdings (A separate statement from the Dean of the Library outlining the impact the program will have on the library holdings must be included as an appendix).

X. Appendices:

Course description and syllabi, if available, of all required courses

Faculty vitae

Budget spread sheet

Dean of the library impact statement

XI. External review:

Report of outside review

XII. Department response to external review:

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

A letter of approval and recommendation from the School/College dean(s) to the Graduate Dean which must include the date and action of the school/college faculty.
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A letter of approval and recommendation from the Graduate Dean to the Provost which must include the date and action of the Graduate Council and the Graduate Faculty.
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A letter of approval from the Provost and recommendation to the President.
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Approval by the President with notification to USNH and the Board of Trustees.
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