GUIDELINES FOR THE APPROVAL OF
NEW, MODIFIED, OR DELETED GRADUATE PROGRAMS
(DEGREES, MAJORS, OPTIONS, CERTIFICATES)
THE UNIVERSITY OF NEW HAMPSHIRE
Approved by the Graduate Council, 3/8/00; rev 12/11*, rev. 8/12**, 5/18***

*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. *** Revised and reformatted 5/18 to update procedures and clarify approval process for different kinds of proposals.

Introduction

Overview

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. Primary responsibility for the development, review and deletion of graduate programs rests with the graduate faculty.

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 (or its delegated committee) 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.

All proposals to add, delete, or modify a program shall require the approval of the UNH Provost and President and then 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 are encouraged to consult with their department chairs, chairs of related departments that may be impacted, school/college deans, and the Dean of the Graduate School. Such consultations may be informal initially.

Types of Proposals and Levels of Review

Proposals will fall within six categories, each with their own level of review. (**1**) **Course Approvals** consist of relatively routine requests for approval of new graduate courses and deletion of or change to existing graduate courses. (**2**) **Curricular Modifications** consist of changes to degree requirements. (**3**) **Proposals for Major Changes to Existing Programs** includes new options, changes in delivery (e.g. in-face to online), name changes, and structural changes to programs. (**4**) **Proposals for New Degrees or Majors** includes entirely new degree programs. (**5**) **Proposals for new Certificates** includes entirely new certificate programs. (**6**) **Proposals to Delete Existing Degree or Majors** covers the elimination of an existing degree program.

1. Course Approvals

Overview – This process covers proposals for new graduate courses, changes to existing graduate courses, and/or deletions of graduate courses.

Process – Requests to add a new graduate course or change/delete an existing course should originate with discussion among the faculty in the department or program that offers the course. Related departments or programs that may be affected by the change should be consulted during the process to make sure that there are no unanticipated effects of the change. Course approval forms (link below) should be filled out completely and processed as needed within departments before being forwarded to the appropriate College Dean. After the form has been approved by the relevant college-level process as determined by the College Dean (e.g. many colleges require review by a college curriculum committee), the form should be forwarded to the Graduate School for approval. Once approved by the Dean of the Graduate School, the form will be forwarded to the Office of the Provost for final approval.

Format – All requests for new graduate courses or changes/deletions to existing graduate courses should use the UNH Course Approval Form (link below). Please include any contextual information that is helpful to understand the request (e.g. the course is associated with a newly approved program; the course change is associated with approved curricular changes etc.) in a separate cover letter.

Regular Course Approval Form (for courses associated with graduate programs within colleges):

http://www.unh.edu/registrar/forms/courseapproval.pdf

Interdisciplinary Course Approval Form (for courses requesting GRAD prefix, and/or originating from interdisciplinary cross-college programs):

http://www.gradschool.unh.edu/pdf/grad_caf.pdf

2. Curricular Modifications

Overview – This process covers changes to the curricula of existing graduate degrees and certificates. This includes changes to core or elective course requirements, changes to credit requirements, and any other changes to existing requirements that are deemed by the Dean of the Graduate School to be "curricular modifications".

Process – Proposals to modify curricular requirements for existing graduate degrees and certificates should originate with discussion of faculty within the department or program that offers the degree/certificate. Related departments or programs that may be affected by the change should be consulted during the process to make sure that there are no unanticipated effects of the change. A written proposal (see format below) explaining the motivation for, and the details of, the change should be drafted and approved by the relevant department/program faculty (as evidenced by a letter of support from the Chair of the relevant department/program Chair). Revised catalog text should be included in the proposal along with the existing catalog text so it is clear how the changes that are being requested will actually be implemented for the students. **The semester that the change is being requested to begin should be clearly stated** and a detailed plan as to how the new requirements will be phased in should be included in the proposal (e.g. how will existing students be accommodated).

After approval by the program faculty, the proposal should undergo whatever college-level review is required by the home college (e.g. review by the college curriculum committee). College-level approval will be evidenced by a letter of support from the Dean or Associate Dean of the college. Once the complete proposal is received by the Graduate School, it will be reviewed by the appropriate committee of the Graduate Council. 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 relevant committee of the Graduate Council will make a recommendation to the Graduate Dean. Approval of curricular changes will be forwarded by the Dean of the Graduate School to the appropriate department chair, college dean, and the Office of the Provost for final approval. Once approved, necessary changes will be implemented by the department/program, Graduate School, and Registrar's office.

Format of Proposal

Cover and Routing Sheet – See attached below

I. Overview of Request – Clearly state the request for curricular modification. Include all relevant details of the changes to requirements that are being proposed with appropriate reference to existing requirements. Be specific about how requirements/electives will change, how existing students will be affected, whether these changes will affect (or are being initiated by) external accreditation, whether the changes will affect time-to-degree, etc.

II. Rationale for Request – Clearly state why this request is being made. What are the perceived benefits (to students, faculty, the institution) of these changes? What are the potential costs of these changes? What is the evidence for these assessments (e.g. survey data, peer comparison data, best practices documentation, accreditation requirements, etc)?

III. Resources Needed for Implementation – Will these changes require any new resources (faculty, staff, special room, equipment etc)? If so, please clearly state them here and provide the plan to attain these resources and document the associated commitments necessary to achieve that plan (e.g. make sure that any proposed new resources are addressed by the appropriate Chair and/or Dean in the relevant letters of support). If not, explain how the changes will be covered by existing resources.

IV. Existing Catalog Text with Associated Revisions – Provide the existing catalog text of the degree/certificate requirements with the proposed modifications clearly marked as edits.

V. Revised Catalog Text – Provide a clean version of the proposed catalog text to be used, if approved, in the official Graduate Catalog.

<div align="center">**UNH Graduate School**
Curricular Modification Proposal - Cover and Routing Sheet</div>

Date of Request:

Requested Date or Semester of Implementation:

Title and Code of Degree/Major to be Modified:

Title of Curricular Modifications Being Requested:

Department/Program Making Request:

Name and Contact Information for Chair of Department/Program:

Name and Contact Information for Graduate Program Coordinator:

Chair/Program Director Approval – Attach a signed and dated letter of support from Department/Program Chair to College Dean (or Dean of Graduate School for inter-college programs). The letter should include importance of changes to Department/Program, Department/Program approval process (e.g. outcome of faculty vote if relevant), summary of budget implications, and Chair's own recommendation.

College Dean Approval – Attach a signed and dated letter of support from College Dean/Associate Dean to Dean of Graduate School. The letter should include importance of changes to College, College approval process (e.g. outcome of committee vote if relevant), approval of associated budget implications, and Dean's own recommendation.

Graduate Dean Approval – Attach a signed and dated letter of support from Dean of Graduate School to Provost. The letter should include importance of changes to University, Graduate School approval process (e.g. outcome of Graduate Council committee vote), and Dean's own recommendation. Letter should be copied to appropriate department/program chair and college dean as well as Registrar and Director of Graduate School Informational Technology as a "heads up".

Provost Office Approval

_____   _____
Senior Vice Provost (AA) Signature   Date

3. Proposals for Major Changes to Existing Programs

    Overview - This process covers major changes to existing programs including, but not limited to, proposals to add new options to existing degrees (these represent a further delineation of courses below the major level and are formally designated on the academic record and diploma), changes to delivery (e.g. face-to-face to online), name changes, structural changes (e.g. moving of a degree/certificate between programs), and any other requests that are deemed by the Dean of the Graduate School to be "a major change to existing programs".

    Process - Proposals to make major changes to existing graduate degrees and certificates should originate with discussion of faculty within the department or program that offers the degree/certificate. Related departments or programs that may be affected by the change should be consulted during the process to make sure that there are no unanticipated effects of the change. A written proposal (see format below) explaining the motivation for, and the details of, the changes should be drafted and approved by the relevant department/program faculty (as evidenced by a letter of support from the Chair of the relevant department/program). Revised catalog text should be included in the proposal along with the existing catalog text so it is clear how the changes that are being requested will actually be implemented for the students. The semester that the change is being requested to begin should be clearly stated and a detailed plan as to how the changes will be phased in should be included in the proposal (e.g. how will existing students be accommodated). After approval by the program faculty, the proposal should undergo whatever college-level review is required by the home college (e.g. review by the college curriculum committee). College-level approval will be evidenced by a letter of support from the Dean or Associate Dean of the college. Once the complete proposal is received by the Graduate School, 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 vote and make a recommendation to the Graduate Dean. Approval of the program changes will be forwarded 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 the Registrar, President, USNH System Office and the Board of Trustees for information.

Format of Proposal

Cover and Routing Sheet – See attached below

I. Overview of Request – Clearly state the changes that are being requested. Include all relevant details of the changes that are being proposed with appropriate reference to the existing program(s) that is(are) affected. Make sure to state how existing students will be affected, what the transition plan will be to implement the change, whether these changes will affect (or are being initiated by) external accreditation, how the changes are expected to affect student outcomes, assessment strategies, schedule and teaching assignments for new curricula, etc.

II. Rationale for Request – Clearly state why this request is being made. What are the perceived benefits (to students, faculty, institution) of these changes? What are the potential costs of these

changes? What is the evidence for these assessments (e.g. survey data, peer comparison data, best practices documentation, accreditation requirements, etc)?

III. Resources Needed for Implementation – Will these changes require any new resources (faculty, staff, special room, equipment etc.)? If so, please clearly state them here and provide the plan to attain these resources and document the associated commitments necessary to achieve that plan (e.g. make sure that any proposed new resources are addressed by the appropriate Chair and/or Dean in the relevant letters of support). If not, explain how the changes will be covered by existing resources.

      a. If requested changes will involve a change in the budget model, tuition, or fees, the proposal must include a complete Program Financial Approval Form (See Appendix).

IV. Existing Catalog Text with Associated Revisions – Provide the existing catalog text of the degree/certificate requirements with the proposed modifications clearly marked as edits.

V. Revised Catalog Text – Provide a clean version of the proposed catalog text to be used, if approved, in the official Graduate Catalog.

UNH Graduate School

Major Changes to Existing Programs Proposal - Cover and Routing Sheet

Date of Request:

Requested Date or Semester of Implementation:

Title and Code of Existing Degree/Major to be Changed:

Title of Requested Changes:

Department/Program Making Request:

Recommended CIP Code and CIP Title if New Option is being proposed
(https://nces.ed.gov/ipeds/cipcode):

Name and Contact Information for Chair of Department/Program:

Name and Contact Information for Graduate Program Coordinator:

Chair/Program Director Approval – Attach a signed and dated letter of support from Department/Program Chair to College Dean (or Dean of Graduate School for inter-college programs). The letter should include importance of changes to Department/Program, Department/Program approval process (e.g. outcome of faculty vote if relevant), summary of budget implications, and Chair's own recommendation

College Dean Approval – Attach a signed and dated letter of support from College Dean/Associate Dean to Dean of Graduate School. The letter should include importance of changes to College, College approval process (e.g. outcome of committee vote if relevant), approval of associated budget implications, and Dean's own recommendation.

Graduate Dean Approval – Attach a signed and dated letter of support from Dean of Graduate School to Provost. The letter should include importance of changes to University, Graduate School approval process (e.g. outcome of committee vote), and Dean's own recommendation. The letter should be copied to appropriate department/program chair and college dean as well as Registrar and Director of Graduate School Informational Technology as a "heads up".

Provost Office Approval

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Senior Vice Provost (AA) Signature   Date

4. Proposals for New Degrees or Majors

Overview - Proposals to add entirely new programs, degrees, or majors to university offerings is a significant undertaking that involves several iterative levels of review in order to insure that there is a *bona fide* need for the new degree, the impacts of any overlap with other related degrees are well understood, and the resources are in place to successfully launch and sustain the new degree. Because of the extended timeline for approval, proposals should be initiated at least one year before the intended start date. The Program Planning Committee that is proposing the new degree should remain in contact with the Graduate School throughout the process to make sure it is aware of important committee and Graduate Council meeting dates and to insure the proposal continues to be advanced through the process.

Process – A two-step process is used for proposals to add new degrees or majors. These steps are designed to insure maximum transparency during the review process, avoid unneeded additional review for proposals that do not have the necessary initial support, and allow the Program Planning Committee to incorporate feedback during the process.

Step 1: Intent-to-Submit Proposal

The purpose of the Intent-to-Submit proposal review is to determine the feasibility for the program prior to developing a full proposal. 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 (see Cover/Routing Sheet and Format below).

Once received in 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) discontinue 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.

Format of Intent-to-Submit Proposal

Cover and Routing Sheet – See attached below

I. Overview of new program/degree/major - 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 workloads, and alignment of new degree with mission and goals of UNH and the unit proposing the program.

II. Rationale for Request – Clearly state why this request is being made. What are the perceived benefits (to students, faculty, the institution) of this additional degree? What are the potential costs of adding this degree? What is student demand for this degree and what is the employer demand for graduates possessing this degree? What is the evidence for these assessments (e.g. employment survey data, census data, peer comparison data, professional white papers, best practices documentation, accreditation requirements, etc.)? Similar programs at other institutions should be identified and compared.

III. Resources Needed for Implementation – Will the implementation of this new degree require any new resources (faculty, staff, infrastructure etc)? If so, please clearly state them here and provide the plan to attain these resources. If not, explain how the changes will be covered by existing resources.

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UNH Graduate School
Intent-To-Submit Proposal for New Degree or Program - Cover and Routing Sheet

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Date of Request:

Requested Date or Semester of Implementation:

Title of New Program/Degree/Major:

Department/Program Making Request:

Location and Delivery of New Program (e.g. on campus, face-to-face):

Names and Titles of Program Planning Committee:

Name and Contact Information for Chair of Department/Program:

Name and Contact Information for Graduate Program Coordinator:

Chair/Program Director Approval – Attach a signed and dated letter of support from Department/Program Chair to College Dean (or Dean of Graduate School for inter-college programs). The letter should include importance of new degree to Department/Program, Department/Program approval process (e.g. outcome of faculty vote if relevant), summary of budget implications, and Chair's own recommendation

College Dean Approval – Attach a signed and dated letter of support from College Dean/Associate Dean to Dean of Graduate School. The letter should include importance of new degree to College, College approval process (e.g. outcome of committee vote if relevant), approval of associated budget implications, and Dean's own recommendation.

Graduate Dean Approval – Attach a signed and dated letter of support from Dean of Graduate School to Provost. The letter should include importance of new degree to University, Graduate School approval process (e.g. outcome of committee vote), and Dean's own recommendation. The letter should be copied to appropriate department/program chair and college dean as well as Registrar and Director of Graduate School Informational Technology as a "heads up".

 Provost Office Approval

_____   _____

Senior Vice Provost (AA) Signature   Date

Step 2: Formal Proposal and External Review

If the Intent-to-Submit proposal is approved, the Program Planning Committee will develop a Formal Proposal (see format below). The full Formal 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 Formal 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. At the same time that the proposal is being reviewed by the External Review Team, the proposal will be made available to the entire Graduate Faculty for comment.

The External Review Team reviews the Formal Proposal and interviews faculty, administrators, and prospective students and assesses the resources proposed to support the program. Normally the entire team visits campus as part of the review process, however the relevant college dean and Graduate Dean can modify this requirement depending on the nature of the program (e.g. an entirely online degree may be better served by a wholly or partially online review). The Team subsequently writes a report addressed to the Dean of the Graduate School and the Program Planning Committee that includes an assessment of the proposal as well as recommendations for improvement. The Program Planning Committee will provide a written response to the External Team's Report and any feedback from the Graduate Faculty, incorporate revisions in the Formal Proposal, and submit a final revised Formal 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 Formal 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 votes on the recommendation from the committee. The action of the Graduate Council in addition to 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 Registrar, USNH system office and the Board of Trustees for information. If the Graduate Dean or Provost decides not to proceed, he/she must give a full explanation to the Program Planning Group.

Format of Formal Proposal

Cover and Routing Sheet – See attached below

I. Executive summary of the proposal (no longer than 2-3 pages), 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.

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

III. 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.

IV. Catalog text; Provide the final proposed catalog text to be used in the official Graduate Catalog (if the program is approved).

V. 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.

VI. 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.). The relevant BSC office should be involved in the development and review of the budget model. Any associated commitments (e.g. addition of new faculty) necessary to achieve the plan need to be directly addressed by the appropriate Chair and/or Dean in their letters of support.

a All proposals for new programs must complete a New Program Financial Approval Form (See Appendix 1).

VII. An analysis of library resources (A statement from the Dean of the Library outlining the impact on, and support by, the library for the new program must be included in the appendices).

VIII. The appendices to the proposal should include: Course descriptions and if available, course syllabi of required courses; faculty vitae; the completed New Program Financial Approval Form (Appendix 1); and the statement from the Dean of the Library.

UNH Graduate School
Full Proposal for New Degree or Program - Cover and Routing Sheet

Date of Request:

Requested Date or Semester of Implementation:

Title of New Program/Degree/Major:

Department/Program Making Request:

Recommended CIP Code and CIP Title (https://nces.ed.gov/ipeds/cipcode):

Location and Delivery of New Program (e.g. on campus, face-to-face):

Names and Titles of Program Planning Committee:

Name and Contact Information for Chair of Department/Program:

Name and Contact Information for Graduate Program Coordinator:

    Chair/Program Director Approval – Attach a signed and dated letter of support from Department/Program Chair to College Dean (or Dean of Graduate School for inter-college programs). The letter should include importance of new degree to Department/Program, Department/Program approval process (e.g. outcome of faculty vote if relevant), summary of budget implications, and Chair's own recommendation.

    College Dean Approval – Attach a signed and dated letter of support from College Dean/Associate Dean to Dean of Graduate School. The letter should include importance of new degree to College, College approval process (e.g. outcome of committee vote if relevant), approval of associated budget implications, and Dean's own recommendation.

    Graduate Dean Approval – Attach a signed and dated letter of support from Dean of Graduate School to Provost. The letter should include importance of new degree to University, Graduate School approval process (e.g. outcome of committee vote), and Dean's own recommendation. Letter should be copied to appropriate department/program chair and college dean as well as Registrar and Director of Graduate School Informational Technology as a "heads up".

  Provost Office Approval

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Senior Vice Provost (AA) Signature   Date

5. Proposals for new Certificates

Overview

<u>Definition</u> - A graduate certificate program is a related cluster of credit bearing graduate courses that constitutes a coherent body of study within a discipline or set of related disciplines.

<u>Purpose</u> - The purpose of graduate certificate programs is to serve the needs of both matriculated and nondegree students interested in developing specific skills and knowledge for personal and/or professional development. Graduate certificate programs are credit-based, taught by regular or associate members of the graduate faculty, and normally aligned with existing graduate education curricula. Certificate programs are encouraged to use alternative, distributed learning delivery systems and to create interdisciplinary curricula and field experiences. While certificate programs are often chosen by students who do not wish to pursue a master's or doctoral degree, courses completed during a certificate program may be applied toward degree requirements upon the approval of the appropriate graduate program coordinator and the Graduate School as noted below.

<u>Curriculum</u>
- Graduate certificate programs require a minimum of 4 graduate courses and a minimum of 12 credits of graduate course work (800- or 900-level courses) organized in a coherent and logical manner to provide knowledge and expertise relevant to a specific aspect of professional and/or personal development.
- All coursework in a certificate program must be taken at UNH.
- At least ½ of the coursework in a certificate program must be required (non-elective).
- At least ½ of the coursework in a certificate program should be taught by regular members of the graduate faculty.
- A maximum of one full UNH course (3 or 4 credits) or two 1 or 2-credit UNH courses taken prior to matriculation (enrollment in the program after admission) in a certificate program may be applied to fulfill the certificate requirements.
- Courses may be applied to only one certificate program but may be applied to a master's or doctoral degree program at UNH. There are no upper limits to the number of credits that maybe applied to a degree program provided the courses fulfill a degree requirement.
- Only courses completed with a grade of B- or higher may be used to fulfill certificate requirements.
- A student who receives more than one grade below B- will be required to withdraw from the certificate program.
- All course work for a certificate must be completed within 3 years from the date of matriculation (enrollment) in the program after admission.
- Students who are exclusively enrolled in certificate programs are exempt from the Graduate School's continuous enrollment policy.
- The UNH Registrar will maintain official transcripts for all students enrolled in certificate programs.
- Students must file an Intent-to-Complete Form with the Graduate School by published deadline for the semester in which they intend to complete their program.

- Students who successfully complete a certificate program will be awarded an official certificate by the UNH Graduate School.
  - The University Commencement ceremonies are reserved for degree programs.

Tuition and Financial Aid
  - Tuition for NH residents in certificate programs will be equal to the rates for NH resident graduate degree students. Tuition for out-of-state students will be 10% above the resident rate, unless the student is also enrolled in a degree program, in which case regular program tuition rates apply?.
  - Students enrolled only in certificate programs are not eligible for graduate assistantships or scholarships unless specifically awarded by the sponsoring program, but may be eligible for need-based aid through the UNH Financial Aid Office. Students enrolled in degree programs as well as certificate programs are eligible for all forms of graduate financial support.
  - Tuition revenues associated with students enrolled in graduate certificate programs will be treated in the same manner as revenues generated by graduate degree students, for RCM purposes.

Application and Admission
  - Application to graduate certificate programs follows the same process as application to a degree program. The Graduate School has available certificate program application forms.
  - An application fee is charged for processing such applications. The application fee is waived for applicants currently enrolled in a UNH graduate degree program.
  - Individuals holding a Bachelor's degree from an accredited institution are eligible to apply for admission to a certificate program.
  - Applicants may or may not already be enrolled in a graduate degree program at the University.
  - Applicants must submit the appropriate application form, official transcripts, and the required fee.
  - Graduate entrance examination scores and letters of recommendation are not required unless specified by the individual program.
  - Individuals are admitted to a certificate program on the recommendation of the program faculty.
  - Individuals admitted to a certificate program will be notified at the time they are admitted that they will be expected to take the appropriate courses as they are offered and that there is no guarantee that students who do not follow the prescribed program will be able to complete the certificate.

Process for Establishing a New Certificate Program
Normally only departments/programs that offer graduate degrees are eligible to offer graduate certificate programs. However, graduate faculty from multiple departments or colleges may propose interdisciplinary certificate programs.

The Dean of the Graduate School in consultation with the Master's Committee and the Graduate Council approves all certificate programs. Certificate programs will normally be approved for a period of three years, renewable upon approval of the Graduate Council and the Dean of the Graduate School. Termination of a certificate program prior to its three-year approval period may occur at any time if the

program is financially not viable. Students enrolled at the time of termination must have access to at least one cycle of courses needed to complete the certificate requirements. The Dean of the Graduate School approves terminations on the recommendation of the program faculty and the appropriate college dean(s).

Format

Programs or faculty wishing to establish a certificate program must provide the following information to the Dean of the Graduate School:

Cover and Routing Sheet – See attached below

I. Overview of Request – Provide a clear overview of what the certificate will entail. Describe the program of study, including required courses, elective courses, and any new courses that will be a part of the program (including a proposed catalog description of new courses) and a tentative three-year schedule of when the courses are to be offered and who the instructors of record will be. Be specific about how the courses will be delivered. Will alternative delivery systems be employed (i.e., distance technologies, weekend or evening scheduling, off-campus venues, etc.) and what are the plans to implement these?

II. Rationale for Request – Clearly state the rational and purpose of the certificate program (what the program is designed to prepare students for). What are the perceived benefits (to students, faculty, the institution) of the new certificate? Who is the intended audience for the program? What are the potential effects of the new certificate on other programs at UNH? What is the evidence for these assessments (e.g. survey data, peer comparison data, best practices documentation, accreditation requirements, etc)?

III. Resources Needed for Implementation – What resources are needed to offer the new certificate and where will they come from? Provide 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, research and instructional equipment, laboratories, information technologies, field sites, etc.; projection of program expenses and revenues for the first three 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.). The relevant BSC office should be involved in the development and review of the budget model. Any associated commitments necessary to achieve the plan need to be directly addressed by the appropriate Chair and/or Dean in their letters of support.

a All proposals for new certificates must complete a New Program Financial Approval Form (See Appendix 1).

<p style="text-align: center;">**UNH Graduate School**
Full Proposal for New Certificate - Cover and Routing Sheet</p>

Date of Request:

Requested Date or Semester of Implementation:

Title of New Certificate:

Department/Program Making Request:

Recommended CIP Code and CIP Title (https://nces.ed.gov/ipeds/cipcode):

Location and Delivery of New Program (e.g. on campus, face-to-face):

Names and Titles of Program Planning Committee:

Name and Contact Information for Chair of Department/Program:

Name and Contact Information for Graduate Program Coordinator:

Chair/Program Director Approval – Attach a signed and dated letter of support from Department/Program Chair to College Dean (or Dean of Graduate School for inter-college programs). The letter should include importance of Certificate to Department/Program, Department/Program approval process (e.g. outcome of faculty vote if relevant), summary of budget implications, and Chair's own recommendation

College Dean Approval – Attach a signed and dated letter of support from College Dean/Associate Dean to Dean of Graduate School. The letter should include importance of Certificate to College, College approval process (e.g. outcome of committee vote if relevant), approval of associated budget implications, and Dean's own recommendation.

Graduate Dean Approval – Attach a signed and dated letter of support from Dean of Graduate School to Provost. The letter should include importance of Certificate to University, Graduate School approval process (e.g. outcome of committee vote), and Dean's own recommendation. Letter should be copied to appropriate department/program chair and college dean as well as Registrar and Director of Graduate School Informational Technology as a "heads up".

Provost Office Approval

_____   _____
Senior Vice Provost (AA) Signature   Date

6. Proposals to Delete an Existing Degree/Major or Certificate

   Overview - Proposals to delete an existing degree/major or certificate program may be initiated by program faculty, a school/college dean, or the Graduate Council pursuant to a formal program review.

   Process - 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 the rationale for the request and its impact on other programs and the relevant college.

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/major or certificate program has received support from the program faculty (as indicated in the letter from the Chair), 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.

   Format of Proposal

   Cover and Routing Sheet – See attached below

   I.   Rationale for the proposed deletion (including anticipated effects on student enrollments and the effect of the proposed deletion on existing UNH graduate degree programs).

   II.   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.

UNH Graduate School
Deletion of Existing Program - Cover and Routing Sheet

Date of Request:

Requested Date or Semester of Implementation:

Title and Code of Program/Degree/Major to be Deleted:

Department/Program Making Request:

Name and Contact Information for Chair of Department/Program:

Name and Contact Information for Graduate Program Coordinator:

> **Chair/Program Director Approval** – Attach a signed and dated letter of support from Department/Program Chair to College Dean (or Dean of Graduate School for inter-college programs). The letter should include significance of deletion to Department/Program, Department/Program approval process (e.g. outcome of faculty vote if relevant), summary of budget implications, and Chair's own recommendation.

> **College Dean Approval** – Attach a signed and dated letter of support from College Dean/Associate Dean to Dean of Graduate School. The letter should include significance of deletion to College, College approval process (e.g. outcome of committee vote if relevant), approval of associated budget implications, and Dean's own recommendation.

> **Graduate Dean Approval** – Attach a signed and dated letter of support from Dean of Graduate School to Provost – letter should include significance of deletion to University, Graduate School approval process (e.g. outcome of committee vote), and Dean's own recommendation. Letter should be copied to appropriate department/program chair and college dean as well as Registrar and director of Graduate School informational technology as a "heads up".

Provost Office Approval

_____   _____
Senior Vice Provost (AA) Signature   Date

Appendix - Program / Major Financial Approval Form

Name of Program or Major	
Major Code (assigned by Registrar's Office)	
Description of Program or Major	
Program is: new / modified / reactivated **Start:** (academic year / semester)	
Level: (Grad or Undergrad)	
College:	
Campus:	
Location: classes on campus / online / other?	
Contact: Department or BSC Contact Person	
Accounting: Where will revenue be credited? (FOAPAL)	
Tuition: What rate will be used?	
• Standard graduate or undergraduate rate – see unh.edu/business-services/tuitfees	
• Special program rates (define)	
• Additional program fee charged (define)	
• Tuition waived (special approval needed)	
Price Cap: Will a pricing plateau exist or straight per-credit pricing?	
Will **New England Regional** pricing be allowed?	
Differential: Charge differential? (CEPS, PAUL, Music)? (specify)	
Mandatory Fees: Will standard fees be charged? (or no fees, special fees)?	
Student Health Insurance: required for this program? (determined by Health Services)	
Calendar: Standard (fall, spring, summer) or alternate? (specify if alternate)	

Approvals	Signature	Date
College Dean		
Graduate Dean		
Provost Office / VPFA		

Complete in collaboration with college or department, BSC, Graduate School;
send to Provost's Office for approvals.
Forward completed form to Business Services, Stoke Hall