ESTABLISHING GRADUATE CERTIFICATES
ARIZONA STATE UNIVERSITY
GRADUATE EDUCATION

This form should be used by programs seeking to establish a new graduate certificate. All sections should be completed.

The graduate certificate is a programmatic or linked series of courses in a single field or in one that crosses disciplinary boundaries. The graduate certificate facilitates professional growth for people who already hold the baccalaureate degree, and it may be freestanding or linked to a degree program. The graduate certificate enables the university to respond to societal needs while promoting university cooperation with corporate, industrial, and professional communities.

Submit the completed and signed (chairs, unit deans) proposal to the **Office of Graduate Academic Programs** in Graduate Education. Mail code: 1003 and electronic copies to eric.wertheimer@asu.edu or amanda.morales-calderon@asu.edu.

Please type.

Contact Name(s): James V. Scott	**Contact Phone(s):** 602 978 7784

College: Thunderbird School of Global Management
Department/School: Thunderbird School of Global Management
Name of proposed Certificate: Global Trade and Commerce
Requested Effective Term and Year: (*e.g. Fall 2014*)   Fall 2016
Do Not Fill in this information: <u>Office Use Only</u> **CIP Code:**

1. OVERVIEW. Below, please provide a brief overview of the certificate, including the rationale and need for the program, potential size and nature of the target audience, information on comparable programs (at ASU and/or peer institutions), how this program would relate to existing programs at ASU, and any additional appropriate information.

The Graduate Certificate in Global Trade and Commerce is a 15 hour program which provides specialized content knowledge essential to graduate placement in the business, government, and non-governmental entities that operate on a global scale. The purpose of the certificate program is to provide a solid foundation and knowledge base in commerce and trade as practiced on a global scale, to develop analytic capabilities, decision-making and leadership skill sets essential to making sound commerce and trade decisions. The curriculum is delivered in a case-based, team-oriented learning environment. This certificate provides additional depth and breadth beyond a graduate business degree to further enhance students' knowledge base and focus career goals. The Graduate Certificate in Global Trade and Commerce is designed for individuals who want to immerse themselves in full-time graduate studies and take classes during the day. Small class size in the program supports individual learning, promotes student-faculty interaction and encourages personal and professional development. The common theme across courses in this certificate is cross-border trade, cross-border risk management and cross-border global value chains.

This very attractive graduate program option utilizes Thunderbird's expertise, and has been requested by employers and partner institutions for many years.   The certificate and courses will be available for:

- all qualified ASU graduate students
- Thunderbird partnerships with institutions both internal and external to ASU
- providing additional expertise and advanced electives for students in the Thunderbird MA in Global Affairs and Management and Master of Global Management
- non-degree students seeking to expand their knowledge in global trade and commerce

There are no comparable certificates currently offered at ASU. Our research did not discover peer institutions with certificates in Global Trade and Commerce. UCLA did offer a similar named certificate but it is now a certificate in International Business.

2. ADMINISTRATION AND RESOURCES

A. **How will the proposed certificate be administered (including recommendations for admissions, student advisement, retention etc.)?** *Describe the administering body in detail, especially if the proposed certificate is part of a larger interdisciplinary agenda. How will the graduate support staffing needs for this proposed certificate program be met?*

The certificate will be administered and admissions reviewed through the current Thunderbird School of Global Management structure with supervision by an academic director of full-time programs with support from a program coordinator.   Faculty evaluations and learning outcomes will be monitored by the Academic unit and the Learning outcomes committee.

- **Advising:** Advising of graduate students is normally handled by the Senior Academic Advisor and Program Coordinator. Once admitted, students will meet the Senior Academic Advisor to prepare a plan of study. All students must file a plan of study by the end of their first term of study.

- **Retention**: Students must fulfill all requirements of their individual graduate programs to remain in good academic standing with no grades lower than a "C", maintain a cumulative/graduate/iPOS GPA of a minimum of a 3.0 and abide by all university policies including those of Graduate Education and Thunderbird School of Global Management.

- **Graduation requirements:** students must complete a minimum of 15 credits with grades no lower than a "C" or a cumulative/graduate/iPOS GPA of at least 3.00. <u>All hours for certificate completion must be done in residence</u>.

B. **What are the resource implications for the proposed certificate, including projected budget needs?**
Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this certificate, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate program.

In the near term we do not anticipate any additional resources nor expenses required.
- No additional books will be needed to support this certificate.
- No additional facility support such as laboratory space is required for this certificate.
- Current library holdings will support this program.
- Teaching loads in terms of credit hours will be covered through normal Faculty teaching loads.

3. ADMISSIONS PROCEDURES AND CRITERIA

A. **Admission criteria** – Applicants must meet the admissions criteria for Graduate Education. Please also include any other additional admission requirements, e.g. type of undergraduate degree, minimum GPA, tests and/or entry-level skills that are required for this certificate program.
(http://graduate.asu.edu/sites/default/files/GraduatePolicies_1.pdf)

<u>Degree(s)</u>: Minimum of a bachelor's degree from a regionally accredited university degree program. This program is open to candidates from any undergraduate major.

<u>GPA</u>:

- Minimum of a 3.00 cumulative GPA (scale is 4.0=A) in the last 60 hours of a student's first bachelor's degree program.
- Minimum of 3.00 cumulative GPA (scale is 4.0 = A) in an applicable Master's degree.

English Proficiency Requirement for International Applicants: (See Graduate Education policies and procedures) (http://graduate.asu.edu/admissions/international/english_proficiency):

The English proficiency requirements are the same as the Graduate Education requirement. An applicant whose native language is not English (regardless of current residency) must provide proof of English proficiency.

Required Admission Examinations: ☐GRE ☐GMAT ☐Millers Analogies ☒ None required

Work Experience: None

Applicants must have:

- Taken TGM 505 (States and Markets in a Global Economy)
- OR equivalent three credit hour 500 level graduate course with a minimum grade of "B" or its equivalent (international) from:
  o a regionally accredited institution
  o One of the following business accreditation organizations - Association to Advance Collegiate Schools of Business (AACSB), European Quality Improvement System (EQUIS) or Association of MBAs (AMBA) accredited institution
  o other institutions as approved by the academic unit

B. Application Review Terms - *Indicate all terms for which applications for admissions are accepted:*
   To select desired box, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value**
     select **Checked**, press **OK** and the desired box will be checked

     ☒ Fall (year): 2016

     ☒ Spring (year): 2017

     ☐ Summer (year):

     Note: Applications will be rolling every Fall and Spring terms after this.

C. Projected annual admission/enrollment-*How many students will be admitted immediately following final approval of the certificate? What are enrollment projections for the next three years?*

     Year 1 – (Fall 2016/Spring 2017)   05
     Year 2 - (Fall 2017/Spring 2018)   20
     Year 3 – (Fall 2018/Spring 2019)   35

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4. ACADEMIC REQUIREMENTS

A. Minimum credit hours required for certificate (15 credit hour minimum)

   15 Credit Hours

B. Please describe the primary course delivery mode, (e.g., online, face-to-face, off-site etc.). *Please note: If this proposed initiative will be offered* completely *online, clearly state that in this section.*

   The delivery mode will be face-to-face.

C. As applicable, please describe culminating experience required (e.g., internship, project, research paper, capstone course, etc.)

   NONE

D. What knowledge, competencies, and skills (learning outcomes) should graduates have when they complete this proposed certificate program? *Examples of program learning outcomes can be found at (https://uoeee.asu.edu/program-outcomes).*

1. Students will develop an understanding of key drivers of Global Trade and Commerce performance and their inter-relationships with strategy and other functions of the company such as marketing, manufacturing, accounting, and others.
2. Students will acquire analytical and problem solving skills necessary to develop solutions for a variety of Global Trade and Commerce problems and develop an understanding of information technology in such optimization.
3. Students will understand the complexity of inter-firm coordination in implementing programs such as e-collaboration, jointly managed resources and strategic alliances.
4. Students will develop the ability to design trading systems and formulate integrated trade and commerce strategy, so that all components are not only internally synchronized but also tuned to fit multinational corporate strategy, world competitive realities and global management needs.

E. **How will students be assessed and evaluated in achieving the knowledge, competencies, and skills outlined in 4.D. above?** *Examples of assessment methods can be found at (http://www.asu.edu/oue/assessment.html).*

Assessment of student learning includes direct and indirect measures of student learning. Learning outcomes are assessed at both the course and program level, as summarized below:

Objective	Measure		Frequency of Assessment
Objective 1: Students will develop an understanding of key drivers of Global Trade and Commerce performance and their inter-relationships with strategy and other functions of the company such as marketing, manufacturing, accounting, and others.	Class Paper based on global case studies used in class. Discussion Board – Comprehensive Topic Discussion Comprehensive Case studies in classroom participation Case study write-ups	90% of students will earn a B or better on each measure.	Each course
Objective 2: Students will acquire analytical and problem solving skills necessary to develop solutions for a variety of Global Trade and Commerce problems and develop an understanding of information technology in such optimization.	Course projects with student problem assessment and analysis with team oral presentation Term examinations	90% of students will earn a B or better on each measure.	Each course
Objective 3: Students will understand the complexity of inter-firm coordination in implementing programs such as e-collaboration, jointly managed resources and strategic alliances.	Course projects with student problem assessment and analysis with team presentation Discussion Board with online collaboration	90% of students will earn a B or better on each measure.	Each course
Objective 4: Students will develop the ability to design trading systems and formulate integrated trade and commerce strategy, so that all components are not only internally synchronized but also tuned to fit multinational corporate strategy, world competitive realities and global management needs.	Course projects with student problem assessment and analysis with team presentation Discussion Board with online collaboration Term Exams	90% of students will earn a B or better on each measure.	Each course

The assurance of learning (AOL) committee reviews learning outcomes data that are collected by course, faculty, and program. Membership of the AOL committee includes the members of the Curriculum Committee and is expanded to also include program directors, and institutional research. Program revisions informed by the AOL committee are directed to the academic directors for consideration in conjunction with the Associate Director General, Thunderbird School of Global Management.

F. **Please state the satisfactory student academic progress standards and guidelines (including any time limits for completion).**

- Students must abide by all policies set forth by Graduate Education and the Thunderbird School of Global Management. The graduate certificate in Global Trade and Commerce is designed to be completed in one

semester.   Per Graduate Education policy, students must complete the certificate program within six years. Students are reminded that they must maintain continuous enrollment.

- Students must complete a minimum of 15 credits at the 500 level (9 hours of required courses and six hours of elective courses) as approved by the academic unit with a grade of "C" or better in each course and a cumulative/graduate/iPOS GPA of at least 3.00.   Students who are deemed unsatisfactory may be recommended to Graduate Education for dismissal from the certificate program.

G. Will this proposed certificate program allow sharing of credit hours from another ASU degree program to be used as part of this certificate program? *(Please note that a maximum of 12 graduate-level credit hours taken as a non-degree student at ASU, including as a part of a certificate program, may be used towards a future graduate degree at ASU).*

- Up to nine credits hours of course work may be shared with the MA in Global Affairs and Management program and the Master of Global Management (MGM) program as approved by the academic unit.

H. Below, please list all required and elective courses in the appropriate boxes (you may attach additional pages if necessary).

Please ensure that all *new core* course proposals have been submitted to the Provost's office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas. Please note: a minimum of 2/3 of the courses required for a graduate certificate must be at the 500-level or above.
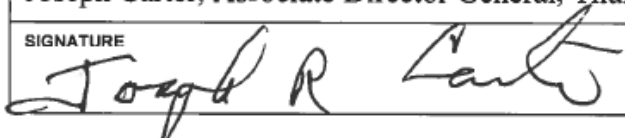
Required Core Courses			Credit Hours
(Prefix & Number)	*(Course Title)*	*(New Course?) Yes or No?*	**(Insert Section Sub-total)** **9**
SCM 520	Strategic Procurement	N	3
SCM 541	Logistics in the Supply Chain	N	3
TGM 537	Global Finance, Trade, and Regional Economic Agreements	Y	3
Electives – Chose two courses from the following list			**Credit Hours**
(Prefix & Number)	*(Course Title)*	*(New Course?) Yes or No?*	**(Insert Section Sub-total)** **6**
TGM 536	Global Trade Risk Assessment and Mitigation	Y	3
SCM 542	Logistics, Globalization, and Economic Development	N	3
TGM 532	Leading Global Projects	N	3
TGM 594	Conference and Workshop	N	3
Culminating Experience (if applicable)			**Credit Hours** **(Insert Section Sub-total)**
None Required			**0**
Total required credit hours			**15**

5. PRIMARY FACULTY PARTICIPANTS - Please list all primary faculty participants for the proposed certificate, including home unit and title. You may attach additional pages if necessary.

Name	Home Unit	Title
Olufemi Babarinde, Ph.D.	Thunderbird School of Global Management	Clinical Associate Professor
Dr. Joseph R. Carter CPSM, C.P.M.	Thunderbird School of Global Management	Avnet Professor of Supply Chain Management
Joseph Cavinato, Ph.D.	Thunderbird School of Global Management	ISM Professor of Supply Chain Management
Arnold Maltz, Ph.D.	WP Carey School of Business	Associate Professor
Thomas Kull, Ph.D.	WP Carey School of Business	Associate Professor
Dale Rogers, Ph.D.	WP Carey School of Business	Professor
William Youngdahl, Ph.D.	Thunderbird School of Global Management	Associate Professor

*additional faculty may be added as the course load increases

6. REQUIRED SUPPORTING DOCUMENTS
   (Please label accordingly, i.e., Appendix or Attachment A, B, etc.)

   Please include the following with your proposal:

   A. Sample plans of study for students in the proposed program – Appendix II

   B. Statements of support from all deans and heads of impacted academic units – Appendix III

7. APPROVALS - If the proposal submission involves multiple units, please include letters of support from those units.

DEPARTMENT CHAIR or SCHOOL DIRECTOR (PRINT/TYPE)

Joseph Carter, Associate Director General, Thunderbird School of Global Management

SIGNATURE

Joseph R Carter

DATE

1-22-16

DEAN (PRINT/TYPE)

Allen Morrison, CEO and Director General, Thunderbird School of Global Management

SIGNATURE

DATE

1/22/16

The following section will be completed by Graduate Education following the recommendations of faculty governance bodies.

DEAN FOR GRADUATE EDUCATION	
SIGNATURE	DATE

Please note: Proposals for new certificates also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate, and the Office of the Provost before they can be put into operation.

The final approval notification will come from the Office of the Provost.

APPENDIX I

OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES

(This information is used to populate the Graduate Programs Search website.)

1. **Provide a brief** (catalog type - no more than 150 words) **program description.**

The graduate certificate in Global Trade and Commerce coursework is tightly integrated and offers a comprehensive coverage of core topics in cross-border commerce and trade. The intended audiences for the certificate include working professionals who are graduates of graduate business programs who wish to supplement their degrees with focused, graduate-level courses in global logistics and trade and they are either relatively new to these fields and desire a foundational knowledge of commerce and trade complexities as well as a strong understanding of how companies leverage their global value chains to achieve competitive advantage, or they are experienced commerce and trade professionals who wish to update their knowledge of current thinking and best practices through interaction with faculty engaged in broad-based research and consulting.

Requirements for the academic catalog:

Core (9)
SCM 520 Strategic Procurement (3)
SCM 541 Logistics in the Supply Chain (3)
TGM 537 Global Finance, Trade, and Regional Economic Agreements (3)

Electives (6)*

*Students choose two courses from a restricted list. Additional courses may be utilized with approval from the academic unit.

2. **Contact and Support Information:**

Office Location (Building & Room): **Thunderbird Herberger Bldg, Room 6**	Campus mail code: **0158**
Campus Telephone Number: **602 978 7000**	Program Director (Name **and** *ASU ID): **Dr. Graeme Rankine, grankin1**
Program email address: **Admissions.tbird@asu.edu**	Program Support Staff (Name **and** *ASU ID): **Ms. Kim Smart, kcsmart**
Program website address: **www.thunderbird.edu**	Admissions Contact (Name **and** *ASU ID): **Ms. Amber Stenbeck, astenbec**

* ASU ID (e.g. SHJONES)

3. **Application and iPOS Recommendations:** List the Faculty and Staff that will input admission/POS recommendations to Gportal **and** indicate their approval for Admissions and/or POS:

Name	ADMSN	POS
Paula Friesen		X
Kim Smart		X
Amber Stenbeck	X	
Josh Allen		X

4. Campus(es) where program will be offered: *

☐	Downtown	☐	Tempe
☐	Online (only)	☐	West
☐	Polytechnic	☒	**Thunderbird**

    * To select desired box, place cursor on the left side of the box, right click mouse, select *Properties*, under *Default Value* select *Checked*, press *OK* and the desired box will be checked

5. <u>**Keywords:**</u> (List all keywords that could be used to search for this program. Keywords should be specific to the proposed program.)

Global, Commerce, Trade, Logistics, Certificate

6. Area(s) of Interest:

    * To select desired box, place cursor on the left side of the box, right click mouse, select *Properties*, under *Default Value* select *Checked*, press *OK* and the desired box will be checked

A. Select one (1) primary area of interest from the list below that applies to this program.

- ☐ **Architecture & Construction**
- ☐ **Arts**
- ☒ **Business**
- ☐ **Communications & Media**
- ☐ **Education & Teaching**
- ☐ **Engineering & Technology**
- ☐ **Entrepreneurship**
- ☐ **Health & Wellness**
- ☐ **Humanities**
- ☐ **Interdisciplinary Studies**
- ☐ **Law & Justice**
- ☐ **Mathematics**
- ☐ **Psychology**
- ☐ **STEM**
- ☐ **Science**
- ☐ **Social and Behavioral Sciences**
- ☐ **Sustainability**

B. Select one (1) secondary area of interest from the list below that applies to this program.

- ☐ **Architecture & Construction**
- ☐ **Arts**
- ☐ **Business**
- ☐ **Communications & Media**
- ☐ **Education & Teaching**
- ☐ **Engineering & Technology**
- ☒ Entrepreneurship
- ☐ **Health & Wellness**
- ☐ **Humanities**
- ☐ **Interdisciplinary Studies**
- ☐ **Law & Justice**
- ☐ **Mathematics**
- ☐ **Psychology**
- ☐ **STEM**
- ☐ **Science**
- ☐ **Social and Behavioral Sciences**
- ☐ **Sustainability**

APPENDIX II

OVERVIEW OF CERTIFICATE OF GLOBAL TRADE AND COMMERCE
Sample Plan of study

SAMPLE PLAN FOR CERTIFICATE COMPLETION IN ONE TERM FALL OR SPRING:

Fall or Spring Term			Credits
	SCM 520	Strategic Procurement	3
	SCM 541	Logistics in the Supply Chain	3
	TGM 537	Global Finance, Trade, and Regional Economic Agreements	3
	TGM 5XX	Approved Elective Course	3
	TGM 5XX	Approved Elective Course	3
		Total Credits	**15**

SAMPLE PLAN FOR CERTIFICATE COMPLETION IN TWO TERMS:

Fall Term			Credits
	SCM 520	Strategic Procurement	3
	SCM 541	Logistics in the Supply Chain	3
	TGM 537	Global Finance, Trade, and Regional Economic Agreements	3
		Total Credits	**9**

Spring Term			Credits
	TGM 5XX	Approved Elective Course	3
	SCM 5XX	Approved Elective Course	3
		Term Total Credits	**6**
		Total Credits for Certificate	**15**

Appendix III
Letter of Support

Thunderbird School of Management – Official Submission

From: James Scott [mailto:James.V.Scott@thunderbird.asu.edu]
Sent: Friday, February 12, 2016 2:48 PM
To: curriculumplanning@asu.edu
Cc: Joseph Carter; James Scott
Subject: Graduate Certificate of Global Commerce and Trade submission

Good Afternoon,

Please accept the attached applications for review and approval for Thunderbird School of Global Management.   We request an anticipated offering to occur in Fall 2016.

The signature page and Letter of support are attached as separate documents.

Regards,

James

James V. Scott

Executive Director, Academic Operations

Thunderbird School of Global Management

Arizona State University

ASU **W. P. CAREY**
SCHOOL of BUSINESS
ARIZONA STATE UNIVERSITY

Graduate Programs

PO Box 874906
Tempe, AZ 85287-4906

(480)965-3332
Fax:(480)965-8569
website: wpcarey.asu.edu

DATE: January 19, 2016

TO: James Scott, Associate VP Academic Compliance & Assessment
        Thunderbird School of Global Management at Arizona State University

FROM: Joan F. Brett
        Associate Dean, Graduate Programs
        W.P. Carey School of Business

CC: Joseph Carter, Kay Faris, Kay Keck, Stephen Taylor

SUBJECT: Letter of support for Certificate of Global Finance, Certificate of Global Marketing and
        Certification of Global Trade and ~~Finance~~ --Commerce

The Graduate Programs Office at the W.P. Carey School of Business supports the proposed Certificates:
- Certificate of Global Finance
- Certificate of Global Marketing
- Certificate of Global Trade and ~~Finance~~ --Commerce

The proposal has been reviewed by the college and does not see an overlap in degrees or coursework. The target audience includes current higher education professionals in related sectors (e.g., companies that serve higher education).

Please contact me if you have any questions regarding this letter of support.

Joan F. Brett

Joan F. Brett
Associate Dean
W. P. Carey School of Business
Graduate Programs

SCM 541 Logistics in the Supply Chain

Critical issues for customer perception of supply chain performance, including inventory planning, transportation, warehousing, information technology, and integrated logistics service.

SCM 542 Logistics, Globalization, and Economic Development
Global trade, global networks and the influence those networks have on economic development worldwide. Exposes geographic, economic and sociopolitical perspectives on these issues and invites students to draw conclusions from an increasingly informed perspective.

SCM 520 Strategic Procurement (3)
Applies the principles, philosophies, and processes of supply management to the purchasing management process on a global basis and to facilitate the continuous improvement of the purchasing management system.

TGM 537 Global Finance, Trade, and Regional Economic Agreements (3)
The course explores recent trends in global finance and trade and in regional trade agreements (GFTAREAs), especially as they appertain to national business environments and the global political economy. Furthermore, it explores how globalization and regionalism impact business decision-making and policy making at the national level and in the global political economy.

TGM 536 Global Trade Risk Assessment and Mitigation (3)
Firms of all kinds are attempting to improve their competitive positions by strategically managing the flow of services, raw materials, work-in-process inventories and finished goods on a global basis. Global managers must be concerned with the ever increasing number of diverse risks to their businesses posed by political, social, physical and financial forces at work globally and in specific regions and countries. This course is centered on state-of-the-art assessment models used by businesses and foreign investors. Issues include methods of measuring, assessing and forecasting risk, and methods of mitigating risk.

(NEW GRADUATE INITIATIVES)

PROPOSAL PROCEDURES CHECKLIST

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

☐ **Obtain the required approval from the Office of the Provost to move the initiative forward for internal ASU governance reviews/approvals.**

- Establishment of new curricular initiative requests; degrees, concentrations, or certificates
- Rename requests; existing degrees, concentrations or certificates
- Disestablishment requests; existing degrees, concentrations or certificates

☐ **Submit any new courses that will be required for the new curricular program to the Curriculum ChangeMaker online course approval system for review and approval.**

- Additional information can be found at the Provost's Office Curriculum Development website: Courses link
- For questions regarding proposing new courses, send an email to: courses@asu.edu

☐ **Prepare the applicable proposal template and operational appendix for the proposed initiative.**

- New degree, concentration and certificate templates (contain proposal template and operational appendix) can be found at the Provost's Office Curriculum Development website: Academic Programs link

☐ **Obtain letters or memos of support or collaboration. (if applicable)**

- When resources (faculty or courses) from another academic unit will be utilized
- When other academic units may be impacted by the proposed program request

☐ **Obtain the internal reviews/approvals of the academic unit.**

- Internal faculty governance review committee(s)
- Academic unit head (e.g. Department Chair or School Director)
- Academic unit Dean (will submit approved proposal to the curriculumplanning@asu.edu email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

Additional Recommendations - All new graduate programs require specific processes and procedures to maintain a successful degree program. Below are items that Graduate Education strongly recommends that academic units establish after the program is approved for implementation.

☐ **Set-up a Graduate Faculty Roster for new PhD Programs** – This roster will include the faculty eligible to mentor, co-chair or chair dissertations. For more information, please go to http://graduate.asu.edu/graduate_faculty_initiative.

☐ **Establish Satisfactory Academic Progress Policies, Processes and Guidelines** – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to http://graduate.asu.edu/faculty_staff/policies and scroll down to the **academic progress review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.

☐ **Establish a Graduate Student Handbook for the New Degree Program** – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook provided to students when they are admitted to the degree program and published on the website for the new degree gives students this information. Include in the handbook the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and provide a link to the Graduate Policies and Procedures website. Please go to http://graduate.asu.edu/faculty_staff/policies to access Graduate Policies and Procedures.