



ESTABLISHING GRADUATE CERTIFICATES
ARIZONA STATE UNIVERSITY
GRADUATE COLLEGE

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 College. Mail code: 1003 and electronic copies to eric.wertheimer@asu.edu or amanda.morales-calderon@asu.edu.

Please type.

Contact Name(s): Colleen Clemency Cordes	Contact Phone(s): (602) 496-1356
College: College of Health Solutions (housed in the Dean's office)	
Department/School: N/A	
Name of proposed Certificate: Integrated Behavioral Health - Management	
Requested Effective Term and Year: Spring 2018 (e.g. Fall 2014)	
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 proposed certificate in Integrated Behavioral Health - Management is designed to provide training to master's level health care managers (or aspiring health care managers) on the integration of medical and behavioral services. Integrated healthcare has expanded significantly in recent years in conjunction with the expansion of the Primary Care Medical Home (PCMH) model and other funding initiatives that reimburse primary care practices for better managing the whole-healthcare of their patients, including treatment of mental health concerns and enhanced behavior change coaching that result in improved health outcomes. Despite the growing need for such clinics, few individuals have received training on models of primary care integration and business/funding initiatives required for successful integration.

Existing certificate programs on primary care behavioral health integration are offered through the University of Massachusetts Medical School's Center for Integrated Primary Care (<http://www.umassmed.edu/cipc/>). This certificate program is based on continuing education credits rather than academic credits, and are therefore primarily focused on distance-learning approaches to didactic education. Additionally, existing certificates are clinically-oriented in nature, rather than focused on the necessary skills to serve as a manager of integrated services. In comparison, the Integrated Behavioral Health- Management certificate is designed to provide students with a deeper understanding of models of primary care behavioral health, population based health, and quality and performance improvement to ensure applicants have a working knowledge of the business of healthcare delivery. All are key skills necessary for success in the integrated primary care arena.

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 Doctor of Behavioral Health (DBH) program administration will hold primary responsibility for all faculty and graduate support staff for the Integrated Behavioral Health - Management graduate certificate. Recommendations for admissions will be made by DBH faculty based on a review of application materials (as outlined below), and the current DBH Student Services Assistant will enter admissions decisions into PeopleSoft. Graduate advisement will initially be conducted by current DBH Core faculty as consistent with the DBH program's model; however, with growth and expansion of the certificate program and additional behavioral health and integration-focused programs, it is anticipated that a Graduate Advisor will eventually be hired to assist in this process.

- 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.**

Primary responsibility for this program will be through the DBH program administration through the CHS dean's office, but few additional needs for the certificate are currently anticipated. Curriculum is already developed as part of the DBH core and elective coursework. The CHS Dean's Office has approved these certificates.

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)

Required application materials will include:

- graduate admissions application and application fee
- official transcripts from graduate program
- personal statement (requirements outlined on the online application)
- one letter of professional recommendation
- current resume or curriculum vita
- proof of English proficiency

Degree(s): Applicants are eligible to apply to the program if they have earned a master's degree, in a related field from a regionally accredited institution.

GPA: Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

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

Same as Graduate College policy

Required Admission Examinations: GRE GMAT Millers Analogies X None required

B. Application Review Terms

Indicate all terms for which applications for admissions are accepted:

- Fall year: 2018
- Fall B year: 2018
- Spring year: 2018
- Spring B year: 2018
- Summer year: 2018

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?

It is anticipated that in the first year of establishment, 20 students will enroll in the certificate program. With marketing efforts, enrollment will stabilize at approximately 50 students/year by year 3.

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 certificate program will be offered completely online.

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

There is no culminating experience.

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>).

- MO1 Conduct and report on analyses of utilization and costs of integrated healthcare delivery programming and services
- MO2 Provide effective management of integrated programs through knowledge of organizational behavior, operations, personnel, and practice management
- MO3 Apply the Primary Care Behavioral Health (PCBH) model and population health management to design, implement, and evaluate programs that effectively and efficiently treat patients, utilizing triage and referrals to community resources as appropriate
- MO4 Collaboratively demonstrate how primary care or other integrated care systems can initiate changes leading to substantial improvement in access, patient and provider satisfaction, and the quality of clinical care

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>).

- MO1 Conduct and report on analyses of utilization and costs of integrated healthcare delivery programming and services
- Measure: 80% of students will receive an 85% or better on IBC 630 (Financial Management of Healthcare) final exam
- MO2 Provide effective management of integrated programs through knowledge of organizational behavior, operations, personnel, and practice management
- Measure: 80% of students will receive an 85% or better on IBC 626 (Behavioral Health Management) Paper, "Achieving the Triple Aim"
- MO3 Apply the Primary Care Behavioral Health (PCBH) model and population health management to design, implement, and evaluate programs that effectively and efficiently treat patients, utilizing triage and referrals to community resources as appropriate
- Measure: 80% of students will receive an 85% or better on the IBC 601 (Models of Integrated Primary Care) "Pitch for Improving Integrated Care" assignment.
- MO4 Collaboratively demonstrate how primary care or other integrated care systems can initiate changes leading to substantial improvement in access, patient and provider satisfaction, and the quality of clinical care
- Measure: 80% of students will receive an 85% or better on the IBC 614 (Quality and Performance Measurement, Improvement and) QI Assignment 1: "Complete a Value Stream analysis and healing pathway analysis combined with a Plan Do Study Act summary"

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

Students will be advised to take no fewer than 6 credits per semester, thereby possibly completing their certificate requirements in three semesters and maintaining continuous enrollment. Students are expected to maintain a GPA of 3.00 or better during their time in the certificate program; failure to do so will result in academic probation and potential 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).

The DBH program will accept up to 12 credits from the Integrated Behavioral Health - Management certificate towards the DBH degree should students choose to subsequently enroll in the DBH program, and students in the certificate may select DBH electives as interested.

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.

Please note that while IBC 630: Financial Management of Healthcare is considered new in that it is currently in review to receive a permanent course number, it has been offered several times as a special topics class (IBC 691). As a result, the course has already been fully designed and built, and no additional resources are needed at this time for its inclusion in this graduate certificate.

Required Core Courses			Credit Hours
<i>(Prefix & Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	(Insert Section Sub-total)
			12
IBC 601	Models of Integrated Primary Care	N	3
IBC 630	Financial Management of Healthcare	Y	3
IBC 626	Behavioral Health Management	N	3
IBC 614	Quality and Performance Measurement, Improvement, and Incentives in Health Care	N	3
Electives			Credit Hours
<i>Students select 1 course from the list below for 3 credit hours.</i>			
<i>(Prefix & Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	(Insert Section Sub-total)
			3
IBC 691	Seminar: Leadership in Healthcare	N	3
IBC 691	Seminar: Effective Consultation in Behavioral Health	N	3
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
Colleen Clemency Cordes	Doctor of Behavioral Health (DBH)	Director, Clinical Associate Professor
CR Macchi	DBH	Clinical Assistant Professor
Ronald O'Donnell	DBH	Clinical Professor
Lesley Manson	DBH	Clinical Assistant Professor
Sue Dahl-Popolizio	DBH	Clinical Assistant Professor
Rodger Kessler	DBH	Research Professor
Thomas Barrett	DBH	Faculty Associate

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 (see below)
- B. Statements of support from all deans and heads of impacted academic units (see below)

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

DEPARTMENT CHAIR or SCHOOL DIRECTOR (PRINT/TYPE)

SIGNATURE

DATE

DEAN (PRINT/TYPE)

Julie Liss

SIGNATURE



DATE

9/9/16

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

DEAN OF GRADUATE COLLEGE

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.

GF1112G-89

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 certificate in integrated behavioral health - management is designed to provide training to master's level health care managers (or aspiring health care managers) on the integration of medical and behavioral services. Integrated healthcare has expanded significantly in recent years in conjunction with the expansion of the Primary Care Medical Home (PCMH) model and other funding initiatives that reimburse primary care practices for better managing the whole-healthcare of their patients, including treatment of mental health concerns and enhanced behavior change coaching that result in improved health outcomes. Despite the growing need for such clinics, few individuals have received training on models of primary care integration and business/funding initiatives required for successful integration.

Breakdown of requirements for the academic catalog:

Required Core (12 credit hours)

- IBC 601 Models of Integrated Primary Care (3)
- IBC 630 Financial Management of Healthcare (3)
- IBC 626 Behavioral Health Management (3)
- IBC 614 Quality and Performance Measurement, Improvement, and Incentives in Health Care (3)

Electives (3 credit hours)

Additional Curriculum Information

Please see the academic unit for the approved course list for electives. Other coursework may be used with the approval of the academic unit.

2. Contact and Support Information:

Office Location (Building & Room): HLTS 462	Campus mail code: 3020
Campus Telephone Number: (602) 496-1354	Program Director (Name and *ASU ID): Colleen Cordes (ceclemen)
Program email address: IBHCertificate@asu.edu	Program Support Staff (Name and *ASU ID): Brenda Madison (bdmadiso) Rachel Joles (rdesmara)
Program website address: chs.asu.edu/ibhcertificate	Admissions Contact (Name and *ASU ID): Jessie Helmes (jpewitt)

* 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
Jessie Helmes	X	X
Rachel Joles	X	X

4. Campus(es) where program will be offered: *
- | | | | |
|--------------------------|---------------|--------------------------|-------|
| <input type="checkbox"/> | Downtown | <input type="checkbox"/> | Tempe |
| X | Online (only) | <input type="checkbox"/> | West |
| <input type="checkbox"/> | Polytechnic | | |

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

Integrated health, primary care behavioral health, health care management

6. **Area(s) of Interest:**

- 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](#)
- X [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](#)
- X [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

Sample Plan of Study

Spring A 2018: IBC 601: Models of Integrated Primary Care

Spring B 2018: ELECTIVE (e.g. IBC 691: Seminar: Effective Consultation in Behavioral Health)

Summer C 2018: IBC 626: Behavioral Health Management

Fall A 2018: IBC 630: Financial Management of Health Care

Fall B 2018: IBC 614: Quality and Performance Measurement, Improvement, and Incentives in Health Care

APPENDIX III

Support Letters

Official Submission

College of Health Solutions

From: Kate Lehman
Sent: Thursday, January 26, 2017 1:25 PM
To: Curriculum Planning
Subject: graduate certificates in Integrated Behavioral Health

Hello:

I have attached the paperwork for the graduate certificates in Integrated Behavioral Health – Clinical and Management.

Thank you,

Kate Lehman

Senior Director, Academic Initiatives

ARIZONA STATE UNIVERSITY

550 North 3rd Street, Ste. 511 | Phoenix, AZ 85004-9020

Work: 602.496.0241 | Fax: 602.496.0544 | Kate.Lehman@asu.edu

<https://chs.asu.edu>

School of Nutrition and Health Promotion - Support

Wednesday, June 15, 2016 at 9:33:31 AM Mountain Standard Time

Subject: RE: Integrated Behavioral Health Certificates
Date: Wednesday, June 15, 2016 at 8:00:26 AM Mountain Standard Time
From: Linda Vaughan
To: Colleen Cordes

I support the two graduate certificates described below. Good luck!

From: Colleen Cordes
Sent: Tuesday, June 14, 2016 3:54 PM
To: Linda Vaughan; Victor Trastek; Lisa Spanierman; Keith Cmic; George Runger; Michelle Carney; Brenda Hosley
Subject: Integrated Behavioral Health Certificates

I hope this email finds you well. The DBH program is proposing the establishment of two for-credit graduate certificates for launch in Fall 2017:

- Integrated Behavioral Health – Clinical
- Integrated Behavioral Health – Management

These proposed certificates would be offered exclusively online, using only existing coursework from the DBH program (Clinical and Management concentrations). I would appreciate your review and support for these proposed certificates.

Please do not hesitate to let me know if you have any questions or concerns.

Colleen Clemency Cordes, Ph.D.
Director, Clinical Associate Professor
Doctor of Behavioral Health Program
College of Health Solutions
Arizona State University
(602) 496-1356
Colleen.clemency@asu.edu

Department of Psychology, College of Liberal Arts and Sciences – Support

Sunday, March 12, 2017 at 7:54:15 PM Mountain Standard Time

Subject: Re: FW: Support for Graduate Certificate
Date: Sunday, March 12, 2017 at 8:41:32 AM Mountain Standard Time
From: Laurie Chassin
To: Keith Crnic, Colleen Cordes

Hi Colleen,
The Psychology Department has no concerns with the management graduate certificate.
Hope that helps
Laurie

From: Colleen Cordes <Colleen.Clemency@asu.edu>
Date: Thursday, March 9, 2017 at 3:08 PM
To: Keith Crnic <Keith.Crnic@asu.edu>
Subject: Support for Graduate Certificate

Keith,

I hope this email finds you well.

The DBH program administration is proposing the establishment of a for-credit graduate certificate in Integrated Behavioral Health – Clinical for launch in Spring 2018, and the Graduate College recommended we outreach for your support.

The proposed certificates would be offered exclusively online, using only existing coursework from the DBH program. I would appreciate your review and support for this proposed certificate.

Please let me know if you have any concerns; my apologies, I thought I sent this earlier when I had asked for support of our clinical certificate (which was given to us – thank you!), but I can't seem to locate an approval for the management certificate as well.

Let me know your thoughts,

Colleen Clemency Cordes, Ph.D.
Director, Clinical Associate Professor
Doctor of Behavioral Health Program
College of Health Solutions
Arizona State University
(602) 496-1356
Colleen.clemency@asu.edu

Thursday, March 9, 2017 at 4:14:34 PM Mountain Standard Time

Subject: Re: Financial Management of Healthcare Impact Statement
Date: Thursday, March 9, 2017 at 4:11:32 PM Mountain Standard Time
From: Trevis Certo
To: Colleen Cordes

I never heard back so I think it's good to go from our standpoint. Thanks!

Sent from my iPhone

On Mar 9, 2017, at 4:10 PM, Colleen Cordes <Colleen.Clemency@asu.edu> wrote:

Hi Trevis,

Just looping back around on this. I don't believe we heard yet official from you regarding our graduate certificate in Integrated Behavioral Health – Management. If you would please let me know if you have any questions or concerns ASAP (it needs to be returned to GC no later than 3/15), I would appreciate it.

Colleen Clemency Cordes, Ph.D.
Director, Clinical Associate Professor
Doctor of Behavioral Health Program
College of Health Solutions
Arizona State University
(602) 496-1356
Colleen.clemency@asu.edu

From: Trevis Certo <Trevis.Certo@asu.edu>
Date: Tuesday, February 7, 2017 at 6:53 AM
To: Colleen Cordes <colleen.clemency@asu.edu>
Subject: Re: Financial Management of Healthcare Impact Statement

Yes I read it and sent it to one of our deans. It looked good to me but wanted another set of eyes on it. Will get back to you when I hear from him. If you don't hear from me by next week please email me again.

On Feb 7, 2017, at 6:50 AM, Colleen Cordes <Colleen.Clemency@asu.edu> wrote:

Thank you!

I also sent a certificate proposal your way last week that Grad College asked for your input on. Let me know when you've had a chance to take a look. Thanks for your help

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ASU Online/EdPlus – Support



To: Colleen Cordes
From: Casey Evans
Date: February 9, 2017
Subject: Graduate Certificate in Integrated Behavioral Health – Management

Dear Colleen,

Congratulations!

The Graduate Certificate in Integrated Behavioral Health – Management has received support from Dean Philip Regier to be offered through ASU Online. This program must complete university governance reviews for formal approval. Please include this support memo along with your proposal submission when it is submitted formally to the university (to curriculumplanning@asu.edu) by your dean or their designee.

Please note that in order to proceed with implementation you must receive final approval to launch an online program from the University Provost.

Once again, congratulations! We are excited to work with you on your new program.

Thank you!

Casey Evans

Associate Director, Program and Project Management
EdPlus at ASU
Arizona State University
Phone: (480) 884-1631
Casey.L.evans@asu.edu

CC: Kim Naig

School of Social and Behavioral Sciences - Support

From: Greg Wise <Greg.Wise@asu.edu>
Date: Monday, February 6, 2017 at 4:28 PM
To: Colleen Cordes <colleen.clemency@asu.edu>
Cc: Todd Sandrin <Todd.Sandrin@asu.edu>
Subject: RE: Letter of Support - Certificate in Integrated Behavioral Health - Management

Dear Colleen,
The School of Social and Behavioral Sciences anticipates no negative impact from this graduate certificate.

Best of luck with the new program.

Cheers,

Greg

Dr. J. Macgregor Wise
Interim Director, School of Social and Behavioral Sciences
Professor of Communication Studies
New College of Interdisciplinary Arts and Sciences
Arizona State University
4701 West Thunderbird Road
Glendale, AZ 85306-4908
(602) 543 6646; (602) 543 6004 (fax)
<http://newcollege.asu.edu>
<https://newcollege.asu.edu/sbs>

(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.