ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

This template is to be used only by programs that have received specific written approval from the University Provost's Office to proceed with internal proposal development and review. A separate proposal must be submitted for each individual new degree program.

DEGREE PROGRAM

College/School: College of Health Solutions

Note: Program ownership is coded at the College/School level first and may not be a center, department or division apart from it.

Department/Division/School: Department of Speech and Hearing Science

Proposing faculty group (if applicable)**: n/a**

Name of proposed degree program: Master of Science (MS) in Auditory and Language Neuroscience

Proposed title of major: Auditory and Language Neuroscience

Master's degree type: MS

If Degree Type is "Other", provide degree type and proposed abbreviation:

Is a program fee required? Yes

Note: for more information about program fee requests, visit https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees

Is the unit willing and able to implement the program if the fee is denied? No. The fee is industry standard for programs like this and a student survey at ASU showed that the fee is acceptable. The unit incurs expenses related to this program that need to be covered with the program fee.

Requested effective term and year: Fall 2018

(The first semester and year for which students may begin applying to the program)

Do Not Fill in this information: Office Use Only **Plan Code:**	**CIP Code:**

PROPOSAL CONTACT

Name: Dr. Nancy Scherer **Title:** Chair, Department of Speech & Hearing Science

Phone number: 480-965-2905 **Email:** nancy.scherer@asu.edu

DEAN APPROVAL(S)

This proposal has been approved by all necessary unit and college/school levels of review, and the college/school(s) has the resources to offer this degree program. I recommend implementation of the proposed degree program.

Note: An electronic signature, an email from the dean or dean's designee, or a PDF of the signed signature page is acceptable.

College/School/Division Dean name: Dr. Deborah Helitzerr

Signature: Deborah Helitzer **Date:** 12.08.2017

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This proposal template should be completed in full and submitted to the University Provost's Office [mail to: curriculumplanning@asu.edu]. It must undergo all internal university review and approval steps including those at the unit, college, and university levels. A program **may not** be implemented until the Provost's Office notifies the academic unit that the program may be offered.

1. PURPOSE AND NATURE OF PROGRAM

A. Provide a brief program description

The proposed master's degree in Auditory and Language Neuroscience will provide students with intensive training in neuroscience approaches as they relate to auditory and language processing and human communication. Students will receive training in both basic and applied research techniques. They will complete two lab rotations and conduct research projects to gain expertise in neuropsychology, neurophysiology, neuroimaging, biological signal processing and/or psychoacoustic approaches to speech, language and hearing science research. ASU has a strong cohort of faculty members who focus on innovative approaches to the neuroscience of speech, language and hearing. This program will be appealing to a wide range of students from different training backgrounds (from psychology, speech and hearing science, neuroscience, bioengineering, etc.) who are interested in auditory and language neuroscience. Graduates of the proposed MS in Auditory and Language Neuroscience will be highly competitive for careers in academic research, clinical research, and technology settings, as well as for more advanced doctoral programs in neuroscience, communication sciences and disorders, psychology, bioengineering, and related fields.

B. Will concentrations be established under this degree program? ☐Yes X No

(Please provide additional concentration information in the curricular structure section – number 7.)

2. PROGRAM NEED

Explain why the university should offer this program (include data and discussion of the target audience and market).

A. Market Demand:

Fill need to strengthen applications in highly competitive PhD admissions:

The White House's recent investment of $300 million on the Brain Research through Advancing Innovative Technologies (BRAIN) initiative reflects the accelerating need to use an integrated approach to train more scientists in auditory and language neuroscience techniques to accept this Grand Challenge to "revolutionize our understanding of the human brain (White House BRAIN initiative fact sheet, 2014)." In part, this new emphasis on the brain is fueled by demographics. Worldwide, the number of older individuals has been rising dramatically, outpacing the increase in numbers of younger individuals (US Census Bureau, 2016). Consequently, there is a trend towards increased needs in the area of aural and verbal communication as a result of injuries and neurodegenerative processes, such as auditory degeneration, stroke, Parkinson's disease, and Alzheimer's disease. The need for solutions for communication challenges experienced by 46 million Americans of all ages is reflected in the 2017-2021 NIDCD (National Institute on Deafness and Other Communication Disorders) Strategic Plan. The program areas are (1) hearing and balance, (2) taste and smell, (3) voice, speech and language. Within each area, there are four priority areas, (1) Understanding normal function, (2) understanding diseases and disorders, (3) improving diagnosis, treatment, and prevention, and (4) improving outcomes for human communication. Neuroscience research (research utilizing neuroimaging and neurophysiological methods) is one of the fastest growing branches across domains. The NIDCD has many partnerships in science and industry, which demonstrate the strong need for cross-training in auditory and language neuroscience research to address issues related to individuals with auditory and language impairments.

Graduates from the proposed MS program should be highly competitive for Ph.D. programs in several domains, including neuroscience, speech and hearing science, psychology, bioengineering, and other related areas. According to the American Psychological Association's Summary Reports for Admissions, Applications,

and Acceptances, the average acceptance rate for Neuroscience-related PhD programs over the past three years has been approximately 10%. Students who complete the proposed MS degree will have strong research training in neuroscience techniques, as they relate to auditory and language processing, as well as academic training in auditory/language neuroscience research design and analysis. Such training will greatly improve students' competitiveness for acceptance into a PhD program as research experience is proposed to be the most important element for a successful PhD application in neuroscience-related fields (APA, 2017; Buffardi, 2010.). Top-ranked PhD programs, such as Stanford University's program, require a minimum of one year of previous research experience, and research publications and conference presentations are becoming more commonly expected for competitive PhD applicants (APA, 2007). Furthermore, according to the Association of American Medical Colleges, research experience is an important part of the medical school application package and applicants are encouraged to seek out research opportunities. Letters of recommendation from research mentors are being weighted more heavily by many graduate programs than letters from instructors or work supervisors.

Enhancement of employment opportunities:
Aside from PhD programs, the academic and research training provided by this program will make graduates optimal candidates for research teams in academic, clinical, and technology settings. Employment opportunities for graduates include team settings in clinical research centers (e.g., Barrow Neurological Institute and Mayo Hospital) and industry settings, such as manufacturers of medical devices (e.g., hearing aids, cochlear implants, EEG systems) and software development companies (e.g., companies developing speech recognition programs). In the tech field, there has been significant interest in the areas of deep learning and artificial intelligence for speech. These fields rely on computational models of speech perception and speech production (with strong ties to neuroscience) to perform automated tasks such as speech recognition, speaker recognition, etc. The degree and associated lab rotations will provide students with the necessary skills to be competitive for jobs in this field or further PhD training.

The proposed MS in Auditory and Language Neuroscience will prepare graduates to pursue diverse career opportunities: (1) Professional careers in academic research, clinical research, and technology settings; (2) PhD programs in fields related to neuroscience, communication sciences and disorders, psychology, and bioengineering; and (3) Medical school, especially for those applicants with an interest in neurology and otolaryngology. In all cases, the master's degree provides the graduates with increased marketability and experience with clinical and medical applications of their neuroscience-related expertise, a main focus of the White House BRAIN Initiative and the NIDCD's program goals.

Currently Offered Neuroscience MS Degrees
This program will be appealing to a wide range of students from different training backgrounds (from psychology, speech and hearing science, neuroscience, bioengineering, etc.) who are interested in auditory and language neuroscience. Currently, the online resource StudyPortals lists 36 master's degree programs in Neuroscience in the US. Based on our online search of master's programs in neuroscience, this program will be unique because it will be the only MS neuroscience program focused specifically on human communication.

B. Target Audience: The target audience for this master's degree would be individuals with bachelor's degrees in speech and hearing science, psychology, neuroscience, biology, engineering, and related fields, who desire training and expertise in neuroscience research which will allow them to pursue a career in academics, industry, or clinical research, or to pursue an advanced doctorate in a related field. The program is especially appropriate for graduates from the newly established BS degree in Neuroscience at ASU's School of Life Sciences, who need additional neuroscience research experience and expertise before applying for doctoral degree programs or research-related careers.

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3. IMPACT ON OTHER PROGRAMS

Attach any letters of collaboration or support from impacted programs (see checklist coversheet). Please submit as a separate document.

The other ASU programs potentially related are the graduate degree programs in the Department of Psychology in the College of Liberal Arts & Sciences, the College of Integrative Sciences and Arts, and the New College of Interdisciplinary Arts and Sciences, as well as the Interdisciplinary Neuroscience Graduate Program, School of Biological and Health Systems Engineering graduate programs and School of Life Sciences graduate programs. The new master's degree will complement these existing ASU programs by providing a master's program for students who are firmly interested in developing a strong foundation in auditory & language disorders (or typical auditory & language processes) using neurosciences methodologies. Please see the appendix for statements of support from the leadership covering each of these programs.

Note: Hugh Downs School's online MA in Communication, CLAS' MA in Communication, and the New College's MA in Communication Studies all focus on interpersonal and organizational communication, rather than the science of speaking, hearing, and understanding language. Nevertheless, we have requested impact statements from these units.

4. PROJECTED ENROLLMENT

How many new students do you anticipate enrolling in this program each year for the next five years?

Note: The Arizona Board of Regents (ABOR) requires that nine master's degrees be awarded every three years. Thus, the projected enrollment numbers must account for this ABOR requirement.

5-YEAR PROJECTED ANNUAL ENROLLMENT					
Please utilize the following tabular format	**1st Year**	**2nd Year** (Yr. 1 continuing + new entering)	**3rd Year** (Yr. 1 & 2 continuing + new entering)	**4th Year** (Yrs. 1, 2, 3 continuing + new entering)	**5th Year** (Yrs. 1, 2, 3, 4 continuing + new entering)
Number of Students Majoring (Headcount)	8	16	20	24	28

5. ACCREDITATION OR LICENSING REQUIREMENTS (if applicable)

Provide the names of the external agencies for accreditation, professional licensing, etc. that guide your curriculum for this program, if any. Describe any requirements for accreditation or licensing.

none

6. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Attach a PDF copy of the assessment plan printed from the University Office of Evaluation and Educational Effectiveness assessment portal demonstrating UOEEE's approval of your assessment plan for this program. Visit the assessment portal at https://uoeee.asu.edu/assessment-portal or contact uoeee@asu.edu with any questions.

See Appendix II Assessment Plan.

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7. CURRICULAR STRUCTURE

A. Curriculum Listing

Required Core Courses for the Degree			
Prefix and Number	**Course Title**	**New Course?**	**Credit Hours**
SHS 541	Data Analysis in Auditory and Language Neuroscience	Yes	3
SHS 542	Applied Research Methods in Auditory and Language Neuroscience	Yes	3
		Section sub-total:	6

Restricted Electives Courses			
12 credits of courses that focus on issues related to auditory and/or language neuroscience. These credits may be accomplished in regular graduate level (500+) courses or in special topic seminars and independent studies. A maximum of 3 of these credits can be earned in independent studies, and at least six credit hours must be fulfilled by SHS courses. The student's Program Committee will guide selection of these courses, which may be focused on a broad base of areas related to auditory and/or language neuroscience. Below is a list of available choices. Other courses may be used with approval from the student's advisory committee. Choices include:			
Prefix and Number	**Course Title**	**New Course?**	**Credit Hours**
SHS 543	Functional Neuroimaging of Language and Related Processes	Yes	3
SHS 598	ST: Fundamentals of Cortical Electrophysiology I	No	3
SHS 598	ST: Speech and Audio Processing and Perception	No	3
SHS 555	Cochlear Implants	No	3
SHS 513	Neurophysiology of the Auditory System	No	3
SHS 576	Neuromotor Speech Disorders	No	3
BME 524	Fundamentals of Applied Neural Control	No	3
NEU 556	Human Systems Neuroscience	No	4
PSY 591	Seminar: Computational Cognitive Neuroscience	No	3
		Section sub-total:	12

Research Courses *(as deemed necessary by supervisory committee)*			
Prefix and Number	**Course Title**	**New Course?**	**Credit Hours**
SHS 592	Research (two lab rotations)	No	6
		Section sub-total:	6

Culminating Experience(s) ***E.g.*** **–** *Capstone course, portfolio, written comprehensive exam, applied project, thesis (must be 6 credit hours with oral defense)*	**Credit Hours**

SHS 599 Thesis	6
or	
SHS 593 Applied Project	6
Section sub-total:	6
Other Requirements ***E.g.** – internships, clinical requirements, field studies, foreign language exam as applicable*	**Credit Hours**
SHS 590: Reading and Conference: Responsible Conduct of Research	1
Section sub-total:	1
Total required credit hours	31

1. List all required core courses and total credit hours for the core (required courses other than internships, thesis, dissertation, capstone course, etc.)**.**
2. Omnibus numbered courses cannot be used as core courses.
3. Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval. Courses that are new, but do not yet have a new number can be designated with the prefix, level of the course and X's (e.g. ENG 5XX or ENG 6XX).

B. Will concentrations be established under this degree program? ☐Yes X No

8. COURSES

A. **Course Prefix(es):** Provide the following information for the proposed graduate program.

i. Will a new course prefix(es) be required for this degree program?

Yes ☐No X

ii. If yes, complete the **Course Prefixes / Subjects Form** for each new prefix and submit it as part of this proposal submission.

B. **New Courses Required for Proposed Degree Program:** Provide course prefix, number, title, credit hours and description for any new courses required for this degree program.

SHS 541 Data Analysis in Auditory and Language Neuroscience, 3 credit hours

Description: The course introduces common statistical analyses for the interdisciplinary field of Auditory and Language Neuroscience. The course covers fundamental topics of statistics and their applications in Auditory and Language Neuroscience. Students will learn about various data types, experimental designs, and statistical analyses that are common in the field of Auditory and Language Neuroscience. Through several hands-on activities, students will learn to implement and to apply different statistical analyses to auditory and language data. This course differs from traditional statistics courses in that the content is tailored to applications in auditory and language neuroscience.

SHS 542 Applied Research Methods in Auditory and Language Neuroscience, 3 credit hours
Description: Introduction to research methods with a focus on applications in auditory and language neuroscience. Students will learn about the fundamentals of experimental design, and their application in psychoacoustics, EEG, ERP, and MRI. A series of hands-on activities will require that students analyze existing experiments and a final project will require that students design a new experiment.

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8. FACULTY, STAFF, AND RESOURCE REQUIREMENTS

A. Faculty

i. Current Faculty – Complete the table below for all current faculty members who will teach in the program.

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Tamiko Azuma	Associate Professor, SHS	PhD	Neuropsychology of Language, Learning and Memory, Traumatic Brain Injury	10%
Visar Berisha	Assistant Professor, SHS	PhD	Biological Signal Processing	20%
B. Blair Braden	Assistant Professor, SHS	PhD	Autism, Cognitive Aging, & Neuroimaging	20%
Ayoub Daliri	Assistant Professor, SHS	PhD	Neural Mechanisms of Speech & Stuttering	20%
Julie Liss	Professor, SHS	PhD	Motor speech disorders, neural substrates of communication	10%
Xin Luo	Assistant Professor, SHS	PhD	Neural Prosthetics & Psychoacoustics	20%
Beate Peter	Assistant Professor, SHS	PhD	Genetics & Neural Bases of Developmental Speech & Language Disorders	20%
Corianne Rogalsky	Assistant Professor, SHS	PhD	Neuroimaging & Neurogenic Language Disorders	20%
Yi Zhou	Assistant Professor, SHS	PhD	Auditory Neurophysiology & Psychoacoustics	20%
Samuel McClure	Associate Professor, PSY	PhD	Cognitive Neuroscience, Brain Systems of Decision Processes	10%
Stephen Goldinger	Professor, PSY	PhD	Cognition, Action, & Perception	10%

ii. New Faculty - Describe the new faculty hiring needed during the next three years to sustain the program. List the anticipated hiring schedule and financial sources for supporting the addition of these faculty members.

All courses will be taught by existing faculty. No new faculty hiring is required.

iii. Administration of the program - Explain how the program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available staff support.

A standing admissions and program policy committee for this degree will be formed consisting of at least four members. Student advising will be distributed across the participating faculty. The SHS department's current graduate student advisor and administrative staff will support the new master's degree program regarding academic requirements (e.g., plans of study), facilitating course offerings/scheduling, classroom reservations, and any other related needs. The two required new core courses will be team-taught by existing faculty; all other courses are existing courses. Lab rotations will be supervised by a designated faculty supervisor. No additional faculty will be required for the implementation of this program.

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B. Resource requirements needed to launch and sustain the program: Describe any new resources required for this program's success such as new staff, new facilities, new library resources, new technology resources, etc.

Most required resources already exist within the Department of Speech and Hearing Science (ex: two EEG systems that can be used without a service charge). Minor additional resources include MRI service fees and maintenance of EEG nets/caps. Each student will need MRI scan time for class and research projects; for training purposes; existing data will be provided at no cost. Similarly, each student will need to use EEG nets, incurring some depreciation expenses. These costs will be covered with the program fee.

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APPENDIX I
OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS

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

1. **Proposed title of major:** M.S. in Auditory and Language Neuroscience

2. **Marketing description** *(Optional - 50 words maximum. The marketing description should not repeat content found in the program description.)*

   This unique program of study is designed to equip students to understand and conduct neuroscience research related to auditory and language processes. In addition to cutting-edge coursework in general and computational neuroscience, the program includes hands-on training in instrumentation and research applications.

3. **Provide a brief program description** (catalog type (i.e. will appear in Degree Search) – no more than 150 words)**:**

   The master's degree in auditory and language neuroscience in the Department of Speech and Hearing Science trains scholars in basic and applied research in the fields of auditory and language neuroscience to prepare them for doctoral level graduate studies and/or positions in science, healthcare, and industry. Students will develop a strong foundation to conduct impactful neuroscience research related to auditory and language processing and human communication.

4. **Campus(es) where program will be offered:**
   ASU Online curriculum consists of courses that have no face-to-face content. iCourses are online courses for students in on-campus programs. iCourses may be included in a program, but may not comprise the entirety of a program. On-campus programs must have some face-to-face content.
   Note: Office of the Provost approval is needed for ASU Online campus options.

   ☐ ASU Online only (all courses online and managed by ASU Online)

   All other campus or location options (please select all that apply):

   ☐ Downtown Phoenix ☐ Polytechnic X Tempe ☐ West ☐ Other:

   ☐ **Both** on-campus **and** ☐ ASU Online* **-** (check applicable campus(es) from options listed above)

   **Note: Once students elect a campus or Online option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in Curriculum ChangeMaker to begin this request.*

5. **Admission Requirements:**

   Applicants must fulfill the requirements of both the Graduate College and the College of Health Solutions.

   Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree, in any field, from a regionally accredited college or university.

   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.

   Applicants are required to submit:
   1. graduate admission application and application fee
   2. official transcripts
   3. three letters of recommendation

4. GRE scores
5. letter of intent or written statement
6. professional resume
7. proof of English proficiency

Additional Application Information

Applicants whose native language is not English (regardless of current residency) must provide proof of English proficiency.

Applicants should indicate potential research mentors that they are interested in working with in the letter of intent or written statement. Letters of recommendation preferably are written by instructors, research mentors, and/or clinical supervisors who can speak to the applicant's aptitude for research and master's level coursework.

6. Application Review Terms (if applicable session):

Indicate the first term and year in which applications will be opened for admission. Applications will be accepted on a rolling basis after that time.
Note: It is the academic unit's responsibility to display program deadline dates on their website.

Terms	Years	University Late Fee Deadline
X Fall (regular) ☐Session B	(year): 2018 (year):	July 1st October 1st
☐Spring (regular) ☐Session B	(year): (year):	December 1st February 8th
☐Summer (regular) ☐Summer B	(year): (year):	May 14th May 14th
Note: Session B is only available for approved online programs.		

Program admission deadlines website address:

7. Curricular Requirements:

Curricular Structure Breakdown for the Academic Catalog:
(To be completed by Graduate College)

31 credit hours and a thesis, or
31 credit hours including the required applied project course (SHS 593)

Required Core (6 credit hours)
SHS 541 Data Analysis in Auditory and Language Neuroscience (3)
SHS 542 Applied Research Methods in Auditory and Language Neuroscience (3)

Restricted Electives (12 credit hours)

Research (6 credit hours)
SHS 592 Research (6)

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Other Requirement (1 credit hours)
SHS 590 Reading and Conference (1)

Culminating Experience (6 credit hours)
SHS 593 Applied Project (6) or
SHS 599 Thesis (6)

Additional Curriculum Information
For restricted electives, students should see the academic unit for an approved course list.

8. Comprehensive Exams:

Master's Comprehensive Exam (when applicable), please select from the appropriate option.
n/a

9. Allow 400-level courses: ☐**Yes** **X No**

Note: No more than 6 credit hours of 400-level coursework may be included on a graduate student plan of study.

10. Committee:

Required number of thesis committee members (must be at least 3 including chair or co-chairs): 3

Required number of non-thesis option committee members (must be a minimum of one): 3

11. Keywords: List all keywords that could be used to search for this program. Keywords should be specific to the proposed program – limit 10 keywords.

Speech and Hearing Science, Auditory Neuroscience, Cognitive Neuroscience, Neuropsychology, Communication Disorders, Speech, Language, Hearing, Speech-Language Pathology, Neuroimaging

12. Area(s) of Interest

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

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

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

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

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13. Contact and Support Information:

Office Location (Building Code & Room):	Coor Hall 2211
Campus Telephone Number: (may not be an individual's number)	480-965-2374
Program Email Address: (may not be an individual's email)	shsgrad@asu.edu
Program Website Address: (if one is not yet created, use unit website until one can be established)	https://chs.asu.edu/shs
Program Director (Name):	Nancy Scherer
Program Director (ASURITE):	nscherer
Program Support Staff (Name):	Jenna Roelle
Program Support Staff (ASURITE):	jroelle
Admissions Contact (Name):	Jenna Roelle
Admissions Contact (ASURITE):	jroelle

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

NAME	ASURITE	ADMSN	POS
Nancy Scherer	nscherer	X	X
Tamiko Azuma	tazuma	X	X
Jenna Roelle	jroelle	X	X

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APPENDIX II

Assessment Plan

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Date:	12/1/2017	**Program Name:**	MS in Auditory and Language Neuroscience	**Status:**	UOEEE Provisional Approval

Comment

Assessment Plan	
Outcome 1:	Demonstrate the ability to critically analyze and synthesize knowledge from the neuroscience research literature related to language and/or hearing.
Measure 1.1	Comprehensive and up-to-date literature review
Performance Criterion 1.1	At least 75% of students will include a comprehensive and up-to-date literature review on current knowledge of neuroscience research in the area of the auditory or language function of interest in the Introduction section of their thesis or applied project paper that meets Lovitts' (2007) rating of "Very Good" or "Outstanding" as determined by each student's Thesis or Applied Project Committee.
Measure 1.2	Survey
Performance Criterion 1.2	On a 5-point scale of "5=Excellent", "4=Good," "3=Adequate," "2=Low," and "1=little or none," at least 75% of second-year students will select "Excellent" or "Good" to the following questions: How would you rate your knowledge of current research findings in auditory and language neuroscience? How strong do you think your knowledge is regarding the current methodologies used in the fields of auditory and language neuroscience?
Measure 1.3	
Performance Criterion 1.3	
Outcome 2:	Demonstrate competence in experimental design, data collection, data analysis, and interpretation of neuroscience research related to language and/or hearing.
Measure 2.1	Publication
Performance Criterion 2.1	At least 75% of graduating students will be an author on a poster or presentation accepted to a university, regional, or national conference or meeting.
Measure 2.2	Cumulative final exam in SHS 542: Applied Research Methods in Auditory and Language Neuroscience
Performance Criterion 2.2	At least 75% of students will earn an 80% or higher on the cumulative final exam in SHS 542: Applied Research Methods in Auditory and Language Neuroscience
Measure 2.3	
Performance Criterion 2.3	

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Outcome 3:	Demonstrate the ability to identify and describe principles and concepts related to the responsible conduct of research.
Measure 3.1	Comprehensive final exam of SHS 590: Responsible Conduct of Research
Performance Criterion 3.1	At least 75% of students will earn an 80% or higher on the comprehensive final exam of SHS 590: Responsible Conduct of Research.
Measure 3.2	Survey
Performance Criterion 3.2	On a 5-point scale of "5=Excellent", "4=Good," "3=Adequate," "2=Low," and "1=little or none," at least 75% of second-year students will select "Excellent" or "Good" to the following question: How would you rate your knowledge of the procedures related to the responsible conduct of research?
Measure 3.3	
Performance Criterion 3.3	

If you have questions, please e-mail assessment@asu.edu or call UOEEE at (480) 965-9790.

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APPENDIX III

Letters of Support

College of Health Solutions – Official Submission

From: Kate Lehman
Sent: Monday, December 18, 2017 11:09 AM
To: Curriculum Planning <CurriculumPlanning@exchange.asu.edu>
Subject: proposal to establish MS in Auditory and Language Neuroscience

Hello:

Attached is the proposal.

Thank you,

Kate Lehman
Senior Director, Academic Affairs and Innovation

550 North 3rd Street | Mail Code 9020 | Phoenix, AZ 85004
Work: 602.496.0241 | Fax: 602.496.0544 | Kate.Lehman@asu.edu
https://chs.asu.edu

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College of Liberal Arts and Sciences – Support

From: Kenro Kusumi
To: Nancy Scherer
Cc: Tamiko Azuma; Jessica Boydston; Kyle Rader **Subject:** Re: New Master"s Proposal - Request for support **Date:** Monday, October 02, 2017 9:00:17 PM
Attachments: image001.png

Dear Nancy,

Please find our combined evaluations from the Department of Psychology and School of Life Sciences for both the master's program and the courses: SHS 541 Data Analysis in Auditory and Language Neuroscience and SHS 542 Applied Research Methods in Auditory and Language Neuroscience.

Department of Psychology: Evaluation from the chair, associate chair, and relevant faculty.

The Psychology Department enthusiastically supports the proposed Master's Program in Auditory and Language Neuroscience. Our two faculty members who are named in this program (Sam McClure and Steve Goldinger) are happy to participate. We believe that this will be a high quality program in an important area. We note that Cognitive Neuroscience is an area in which our Department hopes to grow. We hope that growth in this area will expand our capacity to provide training to students at multiple levels and from multiple units across campus (including Psychology students).

School of Life Sciences: Evaluation from the associate director and neuroscience graduate program director.

1. SHS 541: Data Analysis in Auditory and Language Neuroscience

   This course overlaps in topic with one School of Life Sciences course—BIO 614: Biometry. The topics covered are very similar in the two courses, although the relative emphasis may differ. Thus, the presence of SHS 541 has the potential to reduce enrollment in BIO 614.

   However, three factors mitigate this effect. First, BIO 614 includes a lab component for learning R that is not provided by SHS 541. Second, many SOLS-administered graduate programs (e.g., Biology, Evolution) list BIO 614 as a requirement or a recommended course, and SHS 541 would not substitute for this role. Third, SHS 541 clearly targets students in auditory and language neuroscience rather than the broader life sciences audience for BIO 614.

2. SHS 542: Applied Research Methods in Auditory and Language Neuroscience

   This class focuses specifically on approaches to auditory and language neuroscience. We are not aware of any SOLS class that covers the same material; hence we see no obvious impact.

3. Potential competition with SOLS-administered MS programs

   One goal of the proposed Master's program is to strengthen the background of students interested in research careers. Training in this program is intended to make these students more competitive for admission to PhD programs in neuroscience or related fields. The current SOLS Master's program in Biology offers similar benefits; hence the applicant pools for the two programs may overlap. However, we expect the impact on Biology to be slight, given the new program's concentration on auditory and language neuroscience vs. the broad range of disciplines covered in the Biology program.

We hope that these summaries provide you with the information required. Please let us know if you require additional information.

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

Sincerely,

Kenro Kusumi

Kenro Kusumi
Associate Dean of Research & Graduate Initiatives Professor,
School of Life Sciences
Arizona State University Office of the Dean
College of Liberal Arts & Sciences
P.O. Box 876505
300 E. University Dr., Suite 145
Tempe AZ 85287-6505

From: Jenna Roelle **On Behalf Of** Nancy Scherer
Sent: Tuesday, September 12, 2017 11:24 AM
To: Kenro Kusumi <Kenro.Kusumi@asu.edu>
Cc: Nancy Scherer <Nancy.Scherer@asu.edu>; Tamiko Azuma <TAMIKO.AZUMA@asu.edu>
Subject: New Master's Proposal - Request for support

Dear Kenro,

I am emailing to request a support statement from you regarding our department's proposal for a new Master's program in Auditory and Language Neuroscience (see attached proposal). This two- year program will focus on neuroscience research as it specifically relates to auditory and language processing and communication disorders. This proposed degree will be a terminal Master's program. There are no plans to offer a stand-alone Ph.D. degree in Auditory and Language Neuroscience (although we do currently offer a concentration under the Ph.D. in Speech and Hearing Science), as one of the intended purposes of the Master's is to prepare students for established Ph.D. programs. The targeted audience includes students who want additional research experience and academic training prior to applying to Ph.D. programs in Speech and Hearing Science, Neuroscience, Psychology, and related areas. Thus, this program should not conflict with currently existing Ph.D. programs in Psychology or Neuroscience at ASU, and, in fact, should serve to increase the quality of Ph.D. applicants for those programs. Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Sincerely,

Nancy Scherer

Nancy J Scherer, Ph.D., CCC, ASHA Fellow
Professor and Chair
Speech and Hearing Science
Barrett Honors Faculty

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

Hugh Downs School of Human Communication – Support

From: Linda Lederman
Sent: Monday, January 29, 2018 10:14 AM
To: Jenna Roelle
Subject: Re: New Master's Proposal - Request for Support

Hello Jenna,

This looks like a wonderful program and does not in any way conflict w our offerings in the HDS. My best wishes for its every success.

Best,
Linda

p.s. Please send my best regards to Cathy Bacon

Linda Costigan Lederman, Ph. D.

Professor and Director
Hugh Downs School of Human Communication
Arizona State University
2016 Gary Krahenbuhl Difference Maker Award

http://humancommunication.clas.asu.edu/linda-lederman

From: Jenna Roelle
Sent: Monday, January 29, 2018 9:19 AM
To: Linda Lederman
Cc: Nancy Scherer; Tamiko Azuma
Subject: New Master's Proposal - Request for Support

Dear Linda,

I am emailing to request a support statement from you regarding our department's proposal for a new Master's program in Auditory and Language Neuroscience (see attached proposal). This two-year program will focus on neuroscience research as it specifically relates to auditory and language processing and communication disorders. This proposed degree will be a terminal Master's program. There are no plans to offer a stand-alone Ph.D. degree in Auditory and Language Neuroscience (although we do currently offer a concentration under the Ph.D. in Speech and Hearing Science), as one of the intended purposes of the Master's is to prepare students for established Ph.D. programs. The targeted audience includes students who want additional research experience and academic

training prior to applying to Ph.D. programs in Speech and Hearing Science, Neuroscience, Psychology, and related areas. Thus, this program should not conflict with currently existing programs within the Hugh Downs School of Communication. Please let me know if you have any questions or require further information.

We are, unfortunately, under a tight deadline to submit this proposal and support statements. If at all possible, we would greatly appreciate receiving your response by Jan. 31.

Thank you for your time and consideration.

Sincerely,
Nancy

Nancy J Scherer, Ph.D., CCC, ASHA Fellow
Professor and Chair
Speech and Hearing Science
Barrett Honors Faculty
College of Health Solutions
ARIZONA STATE UNIVERSITY
Coor Hall, 975 S. Myrtle Ave. | Tempe, AZ 85287
Work: 480.965.2905 | Fax: 480.965.8516 | Cell: 423.335.6267
Nancy.Scherer@asu.edu / https://shs.asu.edu

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

College of Nursing and Health Innovation – Support

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

From: Katherine Kenny
Sent: Monday, January 29, 2018 1:24 PM
To: Nancy Scherer; Susan Draughn
Cc: Tamiko Azuma; Jenna Roelle
Subject: RE: New Master's Proposal - Request for support

Dear Nancy – thank you for asking me to provide an impact statement for CHS proposal for a Master of Science Degree in Auditory and Language Neuroscience. I have carefully reviewed the proposal and find no conflict with the Master's Degree programs that we offer in CONHI. On behalf of the College of Nursing and Health Innovation I support your proposal. Best wishes as you move this forward.

Best,
Kathy

Katherine (Kathy) Kenny, DNP, RN, ANP-BC, FAANP, FAAN
Associate Dean, Academic Affairs
College of Nursing & Health Innovation
Arizona State University
550 N. 3rd Street
Health North - 534
Office: 602-496-1719
Fax: 602-496-0545
Katherine.kenny@asu.edu

From: Jenna Roelle **On Behalf Of** Nancy Scherer
Sent: Monday, January 29, 2018 9:36 AM
To: Katherine Kenny <Katherine.Kenny@asu.edu>; Susan Draughn <Susan.Draughn@asu.edu>
Cc: Nancy Scherer <Nancy.Scherer@asu.edu>; Tamiko Azuma <TAMIKO.AZUMA@asu.edu>; Jenna Roelle <Jenna.Roelle@asu.edu>
Subject: New Master's Proposal - Request for support
Importance: High

Dear Katherine and Susan,

I am emailing to request a support statement from you regarding our department's proposal for a new Master's program in Auditory and Language Neuroscience (see attached proposal).

This two-year program will focus on neuroscience research as it specifically relates to auditory and language processing and communication disorders. This program should not impact the Master's programs in your department as our proposed program will be specifically focused on the auditory and language neuroscience research and techniques (fMRI, EEG, etc.). This proposed degree will be a terminal Master's program. There are no plans to offer a stand-alone Ph.D. degree in Auditory and Language Neuroscience (although we do currently offer a concentration under the Ph.D. in Speech and Hearing Science), as one of the intended purposes of the Master's is to prepare students for established Ph.D. programs. The targeted audience includes students who want additional research experience and academic training prior to applying to Ph.D. programs in Speech and Hearing Science, Neuroscience, Psychology, and related areas.

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

We are, unfortunately, under a tight deadline to submit this proposal and support statements. If at all possible, we would greatly appreciate receiving your response by Jan. 31.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Sincerely,
Nancy

Nancy J Scherer, Ph.D., CCC, ASHA Fellow
Professor and Chair
Speech and Hearing Science
Barrett Honors Faculty

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

College of Integrative Sciences and Arts – Support

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

From: Duane Roen
Sent: Monday, January 29, 2018 12:38 PM
To: Nancy Scherer; Kelli Haren
Cc: Tamiko Azuma; Jenna Roelle
Subject: RE: New Master's Proposal - Request for Support

Nancy,

CISA is delighted to support your proposal for a new master's program in Master's in Auditory and Language Neuroscience.

Please let us know what else we can do to help.

Best,
Duane

Duane Roen
Vice Provost, Polytechnic campus
Dean, College of Integrative Sciences and Arts
Dean, University College
Arizona State University
Mail Code: 2780
7271 E Sonoran Arroyo Mall
Mesa, AZ 85212-6415
P: 480-727-6513

From: Jenna Roelle **On Behalf Of** Nancy Scherer
Sent: Monday, January 29, 2018 9:27 AM
To: Duane Roen <Duane.Roen@asu.edu>; Kelli Haren <Kelli.Haren@asu.edu>
Cc: Nancy Scherer <Nancy.Scherer@asu.edu>; Tamiko Azuma <TAMIKO.AZUMA@asu.edu>; Jenna Roelle <Jenna.Roelle@asu.edu>
Subject: New Master's Proposal - Request for Support
Importance: High

Dear Duane and Kelli,

I am emailing to request a support statement from you regarding our department's proposal for a new Master's program in Auditory and Language Neuroscience (see attached proposal).

This two-year program will focus on neuroscience research as it specifically relates to auditory and language processing and communication disorders. This program should not impact the Master's programs in your department as our proposed program will be specifically focused on the auditory and language neuroscience research and techniques (fMRI, EEG, etc.). This proposed degree will be a terminal Master's program. There are no plans to offer a stand-alone Ph.D. degree in Auditory and Language Neuroscience (although we do currently offer a concentration under the Ph.D. in Speech and Hearing Science), as one of the intended purposes of the Master's is to prepare students for established Ph.D. programs. The targeted audience includes students who want additional research experience and academic training prior to applying to Ph.D. programs in Speech and Hearing Science, Neuroscience, Psychology, and related areas.

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

We are, unfortunately, under a tight deadline to submit this proposal and support statements. If at all possible, we would greatly appreciate receiving your response by Jan. 31.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Sincerely,
Nancy

Nancy J Scherer, Ph.D., CCC, ASHA Fellow
Professor and Chair
Speech and Hearing Science
Barrett Honors Faculty

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

School of Biological and Health Systems Engineering – Support

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

From: Marco Santello
Sent: Monday, January 29, 2018 3:33 PM
To: Nancy Scherer; Sergio Quiros
Cc: Tamiko Azuma; Jenna Roelle; Christopher Buneo
Subject: Re: New Master's Proposal - request for support

Dear Nancy,

My unit is supportive of your proposal.

Best,
Marco

From: Jenna Roelle <Jenna.Roelle@asu.edu> on behalf of Nancy Scherer <Nancy.Scherer@asu.edu>
Date: Monday, January 29, 2018 at 9:32 AM
To: Marco Santello <Marco.Santello@asu.edu>, Sergio Quiros <Sergio.Quiros@asu.edu>
Cc: Nancy Scherer <Nancy.Scherer@asu.edu>, Tamiko Azuma <TAMIKO.AZUMA@asu.edu>, Jenna Roelle <Jenna.Roelle@asu.edu>
Subject: New Master's Proposal - request for support

Dear Marco and Sergio,

I am emailing to request a support statement from you regarding our department's proposal for a new Master's program in Auditory and Language Neuroscience (see attached proposal), as well as our desire to include one of your courses, BME 524 Fundamentals of Applied Neural Control, in this degree.

This two-year program will focus on neuroscience research as it specifically relates to auditory and language processing and communication disorders. This program should not impact the Master's programs in your department as our proposed program will be specifically focused on the auditory and language neuroscience research and techniques (fMRI, EEG, etc.). This proposed degree will be a terminal Master's program. There are no plans to offer a stand-alone Ph.D. degree in Auditory and Language Neuroscience (although we do currently offer a concentration under the Ph.D. in Speech and Hearing Science), as one of the intended purposes of the Master's is to prepare students for established Ph.D. programs. The targeted audience includes students who want additional research experience and academic training prior to applying to Ph.D. programs in Speech and Hearing Science, Neuroscience, Bioengineering, and related areas.

We are, unfortunately, under a tight deadline to submit this proposal and support statements. If at all possible, we would greatly appreciate receiving your response by Jan. 31.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Sincerely,
Nancy

Nancy J Scherer, Ph.D., CCC, ASHA Fellow
Professor and Chair
Speech and Hearing Science
Barrett Honors Faculty

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

New College of Interdisciplinary Sciences and Arts

School of Social and Behavioral Sciences – Support

From: Scott Barclay
Sent: Monday, January 29, 2018 9:59 AM
To: Nancy Scherer
Cc: Tamiko Azuma; Jenna Roelle; Kristin Mickelson
Subject: RE: New Master's Proposal - Request for support

Nancy,
The School of Social and Behavioral Sciences in the New College of Interdisciplinary Arts and Sciences is supportive of the development and implementation of the Master's program in Auditory and Language Neuroscience by the College of Health Solutions. We identify no negative impact on our current courses from these proposed courses.

Scott

Scott Barclay
Director and Professor
School of Social and Behavioral Sciences

Arizona State University
New College of Interdisciplinary Arts and Sciences

Scott.W.Barclay@asu.edu
602-543-8577

From: Jenna Roelle **On Behalf Of** Nancy Scherer
Sent: Monday, January 29, 2018 9:23 AM
To: Scott Barclay <Scott.W.Barclay@asu.edu>
Cc: Nancy Scherer <Nancy.Scherer@asu.edu>; Tamiko Azuma <TAMIKO.AZUMA@asu.edu>; Jenna Roelle <Jenna.Roelle@asu.edu>
Subject: New Master's Proposal - Request for support

Dear Scott,

I am emailing to request a support statement from you regarding our department's proposal for a new Master's program in Auditory and Language Neuroscience (see attached proposal). This is separate from the support statement you already sent regarding our two new courses in Auditory and Language Neuroscience.

This two-year program will focus on neuroscience research as it specifically relates to auditory and language processing and communication disorders. This program should not impact the Master's program in your department as our proposed program will be specifically focused on the auditory and language neuroscience research and techniques (fMRI, EEG, etc.). This proposed degree will be a terminal Master's program. There are no plans to offer a stand-alone Ph.D. degree in Auditory and Language Neuroscience (although we do currently offer a concentration under the Ph.D. in Speech and Hearing Science), as one of the intended purposes of the Master's is to prepare students for established Ph.D. programs. The targeted audience includes students who want additional research experience and academic training prior to applying to Ph.D. programs in Speech and Hearing Science, Neuroscience, Psychology, and related areas.

We are, unfortunately, under a tight deadline to submit this proposal and support statements. If at all possible, we would greatly appreciate receiving your response by Jan. 31.

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Sincerely,
Nancy

Nancy J Scherer, Ph.D., CCC, ASHA Fellow
Professor and Chair
Speech and Hearing Science
Barrett Honors Faculty

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

New College of Interdisciplinary Arts and Sciences

Note from Associate Dean Regarding Impacted Units

From: Patricia Friedrich
Sent: Tuesday, January 30, 2018 8:41 AM
To: Jenna Roelle; Tosha Ruggles
Subject: Re: New Master's Proposal - Request for support

Dear Jenna,

I believe the School of Social and Behavioral Sciences, which Scott directs, is the relevant unit.

Thank you,

Patty

Patricia Friedrich, PhD
Associate Dean for Academic Programs,
New College of Interdisciplinary Arts and Sciences
Professor of Linguistics/Rhetoric and Composition,
School of Humanities, Arts, and Cultural Studies
Arizona State University P. O. Box 37100
4701 W. Thunderbird Rd. Mail Code 3051
Phoenix, AZ, USA 85069-7100
voice 602 543-6046

From: Jenna Roelle <Jenna.Roelle@asu.edu>
Date: Monday, January 29, 2018 at 10:13 AM
To: Tosha Ruggles <tosha.ruggles@asu.edu>, Patricia Friedrich <Patricia.Friedrich@asu.edu>
Subject: RE: New Master's Proposal - Request for support

Dear Tosha and Patricia,

I wanted to follow up and just let you know that we did receive a statement of support from Scott Barclay on behalf of the School of Social and Behavioral Sciences (attached). If you could respond on behalf of any other relevant schools/programs, we would greatly appreciate it.

Thank you,
Jenna

From: Jenna Roelle **On Behalf Of** Nancy Scherer
Sent: Monday, January 29, 2018 9:25 AM
To: Tosha Ruggles <tosha.ruggles@asu.edu>; Patricia Friedrich <Patricia.Friedrich@asu.edu>
Cc: Nancy Scherer <Nancy.Scherer@asu.edu>; Tamiko Azuma <TAMIKO.AZUMA@asu.edu>; Jenna Roelle <Jenna.Roelle@asu.edu>
Subject: New Master's Proposal - Request for support
Importance: High

Dear Tosha and Patricia,

ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

I am emailing to request a support statement from you regarding our department's proposal for a new Master's program in Auditory and Language Neuroscience (see attached proposal).

This two-year program will focus on neuroscience research as it specifically relates to auditory and language processing and communication disorders. This program should not impact the Master's programs in your department as our proposed program will be specifically focused on the auditory and language neuroscience research and techniques (fMRI, EEG, etc.). This proposed degree will be a terminal Master's program. There are no plans to offer a stand-alone Ph.D. degree in Auditory and Language Neuroscience (although we do currently offer a concentration under the Ph.D. in Speech and Hearing Science), as one of the intended purposes of the Master's is to prepare students for established Ph.D. programs. The targeted audience includes students who want additional research experience and academic training prior to applying to Ph.D. programs in Speech and Hearing Science, Neuroscience, Psychology, and related areas.

We are, unfortunately, under a tight deadline to submit this proposal and support statements. If at all possible, we would greatly appreciate receiving your response by Jan. 31.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Sincerely,
Nancy

Nancy J Scherer, Ph.D., CCC, ASHA Fellow
Professor and Chair
Speech and Hearing Science
Barrett Honors Faculty

(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. Please see the academic strategic plan website at: https://provost.asu.edu/curriculum-development.**

☐**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.**

☐**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 or degree programs may be impacted by the proposed request
- if the program will have an online campus option support will be required from the Provost's office and ASU Online. (*Please complete the ASU Online Offering form in Curriculum ChangeMaker to begin this 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 or their designee (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.

☐**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. To be included in the handbook are the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and a link to the Graduate Policies and Procedures website: http://graduate.asu.edu/faculty_staff/policies.