



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

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:

Todd Sandrin, Vice Provost/Dean, New College of Interdisciplinary Arts & Sciences

Signature:

Date:

8/30/18

Please note: Proposals for new degrees also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (2 readings), 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.

1. PURPOSE AND NATURE OF PROGRAM

A. Provide a brief program description:

The PSM in Forensic Science will ready students for career advancement by providing them with greater educational depth and breadth in the forensic sciences, and through the development of new competencies related to laboratory supervision. This includes an understanding of how to work with regulatory bodies that provide the framework for oversight in forensic laboratories. Students will develop deeper scientific inquiry skills in biology, chemistry, genetics, and related topics, as well as critical laboratory leadership skillsets, consistent with the guiding principles of the National Professional Science Masters Association (<https://www.npsma.org>). Successful graduates are armed with the tools and experiences required for administrative and other advancement opportunities both within and beyond the forensic science laboratory and other laboratory settings, in both governmental and private sectors.

B. Will concentrations be established under this degree program? Yes 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).

There are currently only four professional science master's programs nationally that have a specific focus on forensic science and ASU would be the highest-ranked institution to offer such a degree. Combined with ASU's reputation in the field, the presence of an already highly successful bachelor's in forensic science, this program will further enhance ASU's visibility and leadership in this burgeoning field. The Occupational Outlook Handbook (Bureau of Labor Statistics, United States Department of Labor) lists forensic scientists growing "much faster than average" through 2024. There is also increasing competition for higher level/supervisory/administrative positions in the medical and clinical laboratory setting, and graduate training is essential to success in obtaining these types of positions. The PSM is specifically useful in this case as it aims to make aspiring and practicing forensic scientists



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

leadership-ready for higher-level positions (see also <https://www.npsma.org>). As we take the lead among Universities in training aspiring scientists, ASU must also take the lead in training disciplinary leaders.

3. IMPACT ON OTHER PROGRAMS

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

- Watts College of Public Service and Community Solutions
- College of Integrative Science and Arts
- Sandra Day O'Connor College of Law
- College of Liberal Arts and Sciences
- Ira A. Fulton Schools of Engineering
- College of Health Solutions
- College of Nursing and Health Innovation
- School for the Future of Innovation in Society

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	1 st Year	2 nd Year (Yr. 1 continuing + new entering)	3 rd Year (Yr. 1 & 2 continuing + new entering)	4 th Year (Yrs. 1, 2, 3 continuing + new entering)	5 th Year (Yrs. 1, 2, 3, 4 continuing + new entering)
Number of Students Majoring (Headcount)	40	60	80	90	100+

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.

Professional Science Master's Association: <https://www.professionalsciencemasters.org>

6. STUDENT LEARNING OUTCOMES AND ASSESMENT

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.



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

7. CURRICULAR STRUCTURE

A. Curriculum Listing

Required Core Courses for the Degree			
Prefix and Number	Course Title	New Course?	Credit Hours
FOR 525	Forensic Science and Governance	Yes	3
FOR 550	Ethics in Forensic Science	Yes	3
FOR 565	Laboratory Leadership, Policy, and Practice	Yes	3
<i>Section sub-total:</i>			9
Other Required Forensic Science Courses (other courses may be used with approval of the academic unit)			
Prefix and Number	Course Title	New Course?	Credit Hours
	FOR 501 Forensic Toxicology (3) OR FOR 532 Principles of Pharmacology (3)	Yes	3
	FOR 502 Forensic Botany (3) OR FOR 503 Forensic Entomology (3)	Yes	3
	FOR 540 Advanced Topics in Human Forensic DNA Typing (3) OR equivalent course by program approval (3)	Yes-FOR 540	3
	PSY 546 Advanced Forensic Psychology (3) OR CRJ 537 Criminal Procedure of Investigations for Social and Forensic Scientists (3)	Yes CRJ 537	3
	FOR 560 Quantitative Methods in Forensic Science Research (3) OR BMI 515 Applied Biostatistics in Medicine and Informatics (3) OR HCD 501 Biostatistics and Data Management (3)	Yes-FOR 560	3
<i>Section sub-total:</i>			15
Culminating Experience(s)			Credit Hours
<i>E.g. – Capstone course, portfolio, written comprehensive exam, applied project, thesis (must be 6 credit hours with oral defense)</i>			
FOR 593	Applied Project		6
<i>Section sub-total:</i>			6
Total required credit hours			30

1. List all required core courses and total credit hours for the core (required courses other than internships, thesis, capstone course, etc.).
2. Omnibus numbered courses cannot be used as core courses.



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

3. Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval.

B. Will concentrations be established under this degree program? Yes 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

If yes, complete the [Course Prefixes / Subjects Form](#) for each new prefix and submit it as part of this proposal submission. Form is located under the courses tab.

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

FOR 501 Forensic Toxicology, 3 credit hours: Forensic Toxicology is a lecture course and includes the history of toxicology; the pharmacodynamics and pharmacokinetics of drugs and alcohol in the human body, as well as the legal applications of toxicology. Ethics, quality control and quality assurance, and courtroom testimony (as they relate to forensic toxicology) will also be discussed.

FOR 502 Forensic Botany, 3 credit hours: Forensic Botany is a lecture and laboratory course designed to teach students the historical and potential uses of plants and other organisms traditionally included with plants as evidence in forensic investigations.

FOR 503 Forensic Entomology, 3 credit hours: Forensic Entomology presents current information on the role of arthropods in decomposition, the role of forensic entomology in criminal and civil investigations and the increasing importance of science on society. The goal of this course is to provide students with an understanding of the importance and role that arthropods play in civil and criminal investigations.

FOR 525 Forensic Science and Governance, 3 credit hours: Forensic Science and Governance will focus on quality assurance and control within a crime laboratory and will cover topics specific to laboratory directors and the management of all activities within the laboratory critical to meeting local, regional and national standards.

FOR 532 Principles of Pharmacology, 3 credit hours: Aspects of pharmacology using an integrated approach to familiarize students with natural and synthetic therapeutic agents used in medicine.

FOR 540 Advanced Topics in Human Forensic DNA Typing, 3 credit hours: Advanced Topics in Human Forensic DNA Typing will examine the science of current forensic DNA typing methods by focusing on the technology behind STR, Y-STR and mtDNA typing, real-time PCR, serology tests, capillary electrophoresis, expert systems and statistics.

FOR 550 Ethics in Forensic Science, 3 credit hours: Ethics in forensic science will introduce students to several professional codes of ethics and common ethical dilemmas that may confront criminalists and other forensic scientists.



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

FOR 560 Quantitative Methods in Forensic Science Research, 3 credit hours: This course focuses on developing foundations for using statistical analyses as research tools in the forensic sciences, with special emphasis placed on the fundamentals.

FOR 565 Laboratory Leadership, Policy and Practice, 3 credit hours: This lecture course will focus on essential laboratory management functions, knowledge, and skills required to successfully function as a laboratory manager and/or senior level scientist in clinical, academic, research, and applied science laboratories (e.g. forensic science laboratories). Topics of the course will include quality assurance and quality control; laboratory accreditation and audits; standards for specific accrediting bodies including ,but not limited to CLIA, CAP, ASCLD/LAB, OSHA; documentation and sample accessioning; laboratory safety and chemical hazard programs; validation studies and protocol development; certification of individual scientists; and overall laboratory management "best practices."

CRJ 537 Criminal Procedure of Investigations for Social and Forensic Scientists, 3 credit hours: This course explores the criminal procedures mandated by the U.S. Constitution as applied to criminal investigations with emphases on pretrial rights under the Fourth, Fifth, and Sixth Amendments. Course offered by the School of Criminology and Criminal Justice.

9. 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. If listing faculty from an academic unit outside of the one proposing the degree, please provide a support statement from that unit.

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Kimberly Kobjek	Clinical Professor	MS	Molecular Biology, Forensic Science	10%
Sreetharan Kanthaswamy	Associate Professor	PhD	Molecular Biology, DNA Analysis	10%
Thomas Cahill	Associate Professor	PhD	Analytical Chemistry, Environmental Chemistry	10%
Tess Neal	Assistant Professor	PhD	Forensic Psychology	5%
Michelle Mancenido	Assistant Professor	PhD	Quality Control, Statistics	10%
Karen Watanabe	Associate	PhD	Toxicology	10%
Pam Marshall	Full	PhD	Pharm/Tox	10%
Ken Sweat	Sr Lecturer	PhD	Forensic Botany	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.

Additional Faculty will be needed as enrollment grows to ensure adequate course offerings. We anticipate needing three faculty lines in the first three years. The college is aware and supports adding additional faculty as enrollment grows.



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

- 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.

Admissions will be handled by the faculty under the leadership of a Graduate Program Director, Sreetharan Kanthaswamy. The Program Director has a fairly standard job description for such program directors in the college and across ASU, and is responsible for ensuring course offerings are adequate, determining graduate teaching assistantships, etc. Advising will be handled by graduate advisors in the New College advising hub.

- 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.

Additional online advisors and admissions personnel will be hired as program grows in order to respond to students in a timely manner. The college is aware and supports adding additional staff as enrollment grows.



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

**APPENDIX I
OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS**

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

- 1. Proposed title of major:** Forensic Science
- 2. Marketing description** *(Optional - 50 words maximum. The marketing description should not repeat content found in the program description.)*

The PSM in Forensic Science is designed to provide aspiring and practicing professionals in the forensic and related sciences with an advanced understanding of forensic science subdisciplines, laboratory practices, procedures, and governance, to provide for the skills necessary for advancement to leadership roles in the profession.

- 3. Provide a brief program description** *(Catalog type (i.e. will appear in Degree Search) – no more than 150 words. Do not include any admission or curriculum information)*

The PSM in Forensic Science will ready students for career advancement by providing them with greater educational depth and breadth in the forensic sciences, and through the development of new competencies related to laboratory supervision. This includes an understanding of how to work with regulatory bodies that provide the framework for oversight in forensic laboratories, consistent with the guiding principles of the National Professional Science Masters Association. Students will develop deeper scientific inquiry skills in biology, chemistry, genetics, and related topics, as well as critical laboratory leadership skillsets. Successful graduates are armed with the tools and experiences required for administrative and other advancement opportunities both within and beyond the forensic science laboratory, in both governmental and private sectors.

- 4. Delivery/Campus Information Options:** ASU Online Only

- 5. 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 delivery option.

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 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 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. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at asuonline@asu.edu who can provide you with additional information regarding the online request process.



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

6. Admission Requirements:

Applicants must fulfill the requirements of both the Graduate College and the New College of Interdisciplinary Arts and Sciences .

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in an appropriate physical, biological, computer science or a related field from a regionally-accredited institution.

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. proof of English proficiency
4. statement of purpose
5. two letters of recommendation
6. statement of purpose

Additional Application Information

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

The statement of purpose should describe the educational background, scholarly interests, and academic and professional goals of the applicant. Specifically, the applicant should address their qualifications for pursuing a professional science masters (PSM) degree.

It is preferred that the letters of recommendation be from individuals in supervisory or professional roles.

7. 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
<input checked="" type="checkbox"/> Fall (regular) <input type="checkbox"/> Session B	(year): 2019 (year):	July 1st October 1st
<input checked="" type="checkbox"/> Spring (regular) <input type="checkbox"/> Session B	(year): 2020 (year):	December 1st February 8th
<input checked="" type="checkbox"/> Summer (regular) <input type="checkbox"/> Summer B	(year): 2020 (year):	May 14th May 14th
<p><i>Note: Session B is only available for approved online programs.</i></p>		



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

Program admission deadlines website address: <https://students.asu.edu/graduate/how-and-when-apply-graduate-admission>

8. Curricular Requirements:

Curricular Structure Breakdown for the Academic Catalog:

(To be completed by the Graduate College)

30 credit hours including the required applied project course FOR 593

Required Core (9 credit hours)

FOR 525 Forensic Science and Governance (3)

FOR 550 Ethics in Forensic Science (3)

FOR 565 Laboratory Leadership, Policy, and Practice (3)

Other Requirement (15 credit hours)

FOR 501 Forensic Toxicology (3) or FOR 532 Principles of Pharmacology (3)

FOR 502 Forensic Botany (3) or FOR 503 Forensic Entomology (3)

FOR 540 Advanced Topics in Human Forensic DNA Typing (3)

FOR 560 Quantitative Methods in Forensic Science Research (3), BMI 515 Applied Biostatistics in Medicine and Informatics (3) or HCD 501 Biostatistics and Data Management (3)

PSY 546 Advanced Forensic Psychology (3) or CRJ 537 Criminal Procedure of Investigations for Social and Forensic Scientists (3)

Culminating Experience (6 credit hours)

FOR 593 Applied Project (6)

Additional Curriculum Information

Other requirement courses may be substituted with approval of the academic unit.

9. Comprehensive Exams:

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

N/A

10. Allow 400-level courses: **Yes** **No**

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

11. Committee:

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

Required number of non-thesis option committee members (must be a minimum of one): 1

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

forensic, scientist, laboratory, manager, administration, governance, professional



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

13. Area(s) of Interest

A. Select one (1) primary area of interest from the list below that applies to this program.			
<input type="checkbox"/>	Architecture & Construction	<input type="checkbox"/>	Interdisciplinary Studies
<input type="checkbox"/>	Arts	<input type="checkbox"/>	Law & Justice
<input type="checkbox"/>	Business	<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	Communication & Media	<input type="checkbox"/>	Psychology
<input type="checkbox"/>	Education & Teaching	<input checked="" type="checkbox"/>	STEM
<input type="checkbox"/>	Engineering & Technology	<input type="checkbox"/>	Science
<input type="checkbox"/>	Entrepreneurship	<input type="checkbox"/>	Social and Behavioral Sciences
<input type="checkbox"/>	Health & Wellness	<input type="checkbox"/>	Sustainability
<input type="checkbox"/>	Humanities		
B. Select one (1) secondary area of interest from the list below that applies to this program.			
<input type="checkbox"/>	Architecture & Construction	<input type="checkbox"/>	Interdisciplinary Studies
<input type="checkbox"/>	Arts	<input checked="" type="checkbox"/>	Law & Justice
<input type="checkbox"/>	Business	<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	Communications & Media	<input type="checkbox"/>	Psychology
<input type="checkbox"/>	Education & Teaching	<input type="checkbox"/>	STEM
<input type="checkbox"/>	Engineering & Technology	<input type="checkbox"/>	Science
<input type="checkbox"/>	Entrepreneurship	<input type="checkbox"/>	Social and Behavioral Sciences
<input type="checkbox"/>	Health & Wellness	<input type="checkbox"/>	Sustainability
<input type="checkbox"/>	Humanities		

14. Contact and Support Information:

Office Location - Building Code & Room: <i>(Search ASU map)</i>	FAB N100
Campus Telephone Number: <i>(may not be an individual's number)</i>	(602) 543-3000
Program Email Address: <i>(may not be an individual's email)</i>	NCGradOnline@asu.edu
Program Website Address: <i>(if one is not yet created, use unit website until one can be established)</i>	https://newcollege.asu.edu/mathematical-natural-sciences-degree-programs
Program Director (Name):	Sreetharan Kanthaswamy
Program Director (ASURITE):	skanthas
Program Support Staff (Name):	Tosha Ruggles
Program Support Staff (ASURITE):	tmsmith7
Admissions Contact (Name):	Arthur Morales
Admissions Contact (ASURITE):	aamroal2



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

15. **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
Tosha Ruggles	tmsmith7	x	x
Caitlin Lopez	celopez4	x	x
Arthur Morales	aamoral2	x	
Robert Moody	rtmoody	X	X



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

APPENDIX II

Assessment Plan

University Office of Evaluation and Educational Effectiveness 1-9-2019
Academic Program Assessment Plan

PSM in Professional Science Masters in Forensic Science

Status: UOEEE Provisional Approval

Comments: Approved

Element	Outcome Measure	Description
Outcome	1	Graduates will describe in written form the scope and responsibilities of the modern field of forensic science, and to describe the roles of forensic scientists and the larger legal system.
Plan_2Concepts	1	Students will become professional forensic scientist managers (or similar), demonstrating an understanding of the field and required responsibilities.
Plan_3Competencies	1	Students will demonstrate highly effective written and verbal communication, as well as evaluative techniques.
Measure	1	1 We will administer a written exam to students in FOR 525 Forensic Science and Governance. One section of the exam is dedicated to both short- and long-form written answers to a set of exam items designed to assess "History and Context", as well as the ability to communicate effectively in written form. The students' responses to each question will be graded by program faculty on an Unsatisfactory / Satisfactory / Outstanding scale (direct measure).
PC	1	1 80% of students will perform at a 'Satisfactory' performance level, or better, according to the faculty-designed rubric.
Measure	1	2 The same exam in FOR 525 Forensic Science and Governance will contain both short- and long-form written answers to a set of exam items designed to assess "Scope and Responsibilities". The students' response to each question will be graded by program faculty on an Unsatisfactory / Satisfactory / Outstanding scale.
PC	1	2 80% of students will perform at a 'Satisfactory' performance level, or better, according to the faculty-designed rubric.
Outcome	2	Students will be able to evaluate and apply current best practices of forensic science, and demonstrate the procedure(s) by which forensic scientists self-evaluate. This will include application of the scientific method that underlies research in forensic science.
Plan_1GeneralEd	2	Critical Thinking; Ethical Reasoning; Inquiry and Analysis; Problem Solving;



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

Plan_2Concepts	2		Students will become professional forensic scientist managers (or similar), demonstrating an understanding of the practices and training to complete such practices as well as evaluate themselves and others performing those practices.
Plan_3Competencies	2		Students will demonstrate the application of reasoning, analysis, inquiry self-elevation and ethics in the field of forensics.
Measure	2	1	We will administer a practical exam in FOR 525 Forensic Science and Governance, designed to assess "Practices and Training". The students' response to each scenario or situation will be graded by program faculty on an Unsatisfactory / Satisfactory /
PC	2	1	80% of students will perform at a 'Satisfactory' performance level, or better, according to the faculty-designed rubric.
Measure	2	2	This will also be assessed via the required course sequence on scientific research methodology. This course sequence provides direct instruction on the scientific principles that form the basis of Outcome 2 such that students can be pre- and post tested as they move through the sequence.
PC	2	2	Students will be required to pass the post-test (80% of students will score 80%) (direct measure).
Outcome	3		Graduates will apply contemporary problem-solving theory to address specific industry management needs in the forensic sciences, and be able to effectively communicate their application(s) in written and verbal form to a wide audience.
Plan_1General Ed	3		Creative Thinking; Inquiry and Analysis; Problem Solving; Quantitative Reasoning/Literacy; Teamwork and Collaboration; Verbal Communication; Written Communication;
Plan_2Concepts	3		Students will become professional forensic scientist managers (or similar), demonstrating an understanding of industry trends, industry relations, academic-industry partnerships (limitations and advantages), organizational leadership, team leadership, management strategy, collaboration, research practices, funding considerations in the field.
Plan_3Competencies	3		Students will demonstrate the application of team work, problem solving, communication, presentation skills
Measure	3	1	Students will be required to successfully complete an applied project that will be delivered as a scientific poster posted online. The project will be instructor approved and include an industry partner as external evaluator. The students' success will be scored as a pass/fail (direct measure).
PC	3	1	80% of students will earn a 'pass' according to the faculty-designed rubric.

If you have questions, please e-mail assessment@asu.edu or call UOEEE at (480) 727- 1731.



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

APPENDIX III

Letters of Support/Impact Statements

New College of Interdisciplinary Arts and Sciences – Official Submission

From: Stacey Kimbell

Sent: Thursday, August 30, 2018 2:35 PM

To: Curriculum Planning <CurriculumPlanning@exchange.asu.edu>

Cc: Patricia Friedrich <Patricia.Friedrich@asu.edu>; Catherine Kerrey <Catherine.Kerrey@asu.edu>; Tosha Ruggles <tosha.ruggles@asu.edu>

Subject: Proposal to Establish the PSM in Forensic Science

Good afternoon,

Attached please find our proposal to establish the Professional Science Master's in Forensic Science. If you have any questions, please let me know at your earliest convenience. We look forward to your feedback on this proposal.

Sincerely,
Stacey

Stacey Kimbell

Executive Admin Support Specialist and Curriculum Coordinator

Academic Administration and Curriculum Planning

ASU New College of Interdisciplinary Arts and Sciences

Voice: (602) 543-6150 Fax: (602) 543-4565



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

**School of Mathematical and Natural Sciences
New College of Interdisciplinary Arts and Sciences
Support Statement**



August 30, 2018

To: Todd Sandrin, Dean
New College of Interdisciplinary Arts and Sciences

From: Stephen Wirkus, Interim Director
School of Mathematical and Natural Sciences

Subject: Professional Science Master's in Forensic Science

Attached please find the Proposal to Establish the Professional Science Master's in Forensic Science.

No dissent or concerns have been expressed by faculty members. This proposal was approved by the New College Graduate Curriculum Committee. This memo certifies that the School has the resources to support this program without impacting core program resources. Please approve this proposal and forward it for further approvals.



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

**School of Mathematical and Natural Sciences
New College of Interdisciplinary Arts and Sciences
Faculty Support Statement – Graduate Curriculum Committee**

From: Francisco Solis
Sent: Wednesday, August 29, 2018 4:00 PM
To: Stacey Kimbell
Subject: Re: New program proposal for graduate curriculum committee review

Stacey,

Thank you.

I will talk to the other members to learn more about the work. I had not copied them the previous email thread, but I am adding them to the recipients list now.

The comments regarding the proposal PSM Forensic Science that I wanted to make are as follows. I am member of the SMNS, from which this proposal originated and I aware of the success of our Forensics undergraduate program. I strongly support this proposal and I believe that there is a substantial need for it in the country and will greatly benefit our school and ASU at large to host it. As for more specific curricular matters, the topics in the curriculum are on point and make for a good study program. It can certainly be expanded in scope, but this proposal makes effective use of all the current expertise from our faculty.

-Francisco



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

**School of Social and Behavioral Sciences
New College of Interdisciplinary Arts and Sciences**

Faculty Support Statement – Graduate Curriculum Committee

From: Lindsey Mean
Sent: Tuesday, August 28, 2018 4:24 PM
To: Stacey Kimbell
Subject: Re: New program proposal for graduate curriculum committee review

I support the proposal - it'll be a great addition to the College programs

Lindsey Mean, Ph.D.
Associate Professor
Director, MA Communication Studies
School of Social and Behavioral Sciences
Arizona State University
Tel. (+) 602-543-6682
Email: lmean@asu.edu

From: Stacey Kimbell
Sent: Tuesday, August 28, 2018 5:18:46 PM
To: Arthur Sabatini; Sreetharan Kanthaswamy; Lindsey Mean
Cc: Patricia Friedrich
Subject: RE: New program proposal for graduate curriculum committee review

Good afternoon,

Just a reminder that we will need your comments (if any) to your committee chair by the end of the day today for the proposal to establish the PSM in Forensic Science. If you have any questions, please let me or Patty know at your earliest convenience.

Thank you,
Stacey

Stacey Kimbell
Executive Admin Support Specialist and Curriculum Coordinator
Academic Administration and Curriculum Planning
ASU New College of Interdisciplinary Arts and Sciences
Voice: (602) 543-6150 Fax: (602) 543-4565



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

**School of Humanities and Cultural Studies
New College of Interdisciplinary Arts and Sciences
Faculty Support Statement – Graduate Curriculum Committee**

From: Arthur Sabatini
Sent: Tuesday, August 28, 2018 5:45 PM
To: Stacey Kimbell; Sreetharan Kanthaswamy; Lindsey Mean
Cc: Patricia Friedrich
Subject: Re: New program proposal for graduate curriculum committee review

- 1) TO COMMITTEE CHAIR
- 2) Please note that I find all of the material in this proposal in order.
- 3) Apologies, for the lateness of this response.

Arthur J. Sabatini
Associate Professor of Performance Studies
(Interdisciplinary Arts and Performance)

Arizona State University
School of Humanities, Arts and Cultural Studies
New College of Interdisciplinary Arts and Sciences
P.O. Box 37100
Phoenix, AZ 85069-7100
<http://www.public.asu.edu/~ieajs/Welcome.html>



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

**School of Social and Behavioral Sciences
New College of Interdisciplinary Arts and Sciences
Support Statement**

From: Scott Barclay
Sent: Tuesday, August 7, 2018 2:03 PM
To: Stacey Kimbell
Cc: Patricia Friedrich; Lara Ferry; Stephen Wirkus; Nicole Roberts; Kristin Mickelson; Nick Schweitzer; Jessica Salerno
Subject: RE: Impact Statement Requested for use of PSY 546 in Professional Science Master's in Forensic Science

The School of Social and Behavioral Sciences in the New College of Interdisciplinary Arts and Sciences is supportive of the proposal to establish the Professional Science Master's in Forensic Science by the School of Mathematical and Natural Sciences in the New College of Interdisciplinary Arts and Sciences. We endorse the inclusion of PSY 546 Advanced Forensic Psychology, which is presently offered by School of Social and Behavioral Sciences, as a core requirement for the proposed PSM. Overall, we identify no significant negative impact on our current courses from this proposed action.

Scott Barclay
Director and Professor
School of Social and Behavioral Sciences



Arizona State University
New College of Interdisciplinary Arts and Sciences
"A small college experience with major university resources"

scott.w.barclay@asu.edu
602-543-8577



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

EdPlus/ASU Online Letter of Support



To: Patricia Friedrich
From: Casey Evans
Date: August 27, 2018
Subject: PSM, Professional Science Masters in Forensic Science

Dear Patricia,

Congratulations!

The PSM in Forensic Science has received support from Dean Phil 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, final approval must be supplied by the university provost.

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

Casey Evans
Director, Academic Program Management
EdPlus at ASU
Arizona State University
Phone: (480) 884-1631
Casey.I.evans@asu.edu



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

School of Criminology and Criminal Justice

Watts College of Public Service and Community Solutions

Impact Statement

From: Patricia Friedrich
Sent: Monday, August 20, 2018 4:04 PM
To: Hank Fradella
Cc: Stacey Kimbell
Subject: Re: PSM Forensic Science Proposal

Dear Hank:

Everyone was on board with your idea for the elective, so thank you very much, and we will be in touch as things develop here. Thank you again! 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: Hank Fradella <Hank.Fradella@asu.edu>
Date: Monday, August 20, 2018 at 3:46 PM
To: Patricia Friedrich <Patricia.Friedrich@asu.edu>
Subject: RE: PSM Forensic Science Proposal

Patty,

Great! We look forward to learning their thoughts.

Best,

Hank



Henry F. Fradella, J.D., Ph.D.
Professor and Associate Director, [School of Criminology and Criminal Justice](#)
Professor, [Program on Law and Behavioral Science](#)
Faculty Honors Advisor, [Barrett, The Honors College](#)



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

From: Patricia Friedrich
Sent: Monday, August 20, 2018 3:39 PM
To: Hank Fradella <Hank.Fradella@asu.edu>
Subject: Re: PSM Forensic Science Proposal

Dear Hank (if I may):

Thank you so much for your kind and thorough note. I really appreciate the explanation and your support of the PSM. I think this is all a great idea: I would like, nonetheless, to run it by our forensic faculty before formally replying. I will write back as soon as possible.

Thank you again, Patty

Patricia Friedrich, PhD
Associate Dean for Academic Programs and Faculty Affairs,
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: Hank Fradella <Hank.Fradella@asu.edu>
Date: Monday, August 20, 2018 at 3:09 PM
To: Patricia Friedrich <Patricia.Friedrich@asu.edu>
Subject: PSM Forensic Science Proposal

Dear Dr. Friedrich,

Greetings. My name is Hank Fradella. I hope this message finds you well and that the new academic year is off to a good start for you.

I write on behalf of the School of Criminology and Criminal Justice (CCJ). Dr. Spohn forwarded to me the message you sent to her earlier this morning concerning the proposal for a PSM in forensic science. What a great idea! As someone who earned a master's degree in forensic science, I know personally how important it is to provide this sort of advance education and training to those who work



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

in both public crime laboratories and their private counterparts. Our School has collaborated with the forensics program in New College in creating partnerships for CCJ's certificate in criminal investigations and for their baccalaureate degree in forensic science. We have also collaborated extensively with our the psychology faculty in New College on the creation of a certificate program and three different degree programs in law and behavioral science (bachelor's, master's, and PhD). We love having such great colleagues who are true partners with us in a multiplicity of interdisciplinary ventures.

Let me state unequivocally that we support the creation of the PSM in forensic science. It will help meet important educational and training needs in the Valley and beyond. That being said, we hope that you and our colleagues in the forensic science program are amendable to a slight modification in the proposal. Specifically, we do not think that CRJ 530 (Seminar in Forensics) should be a part of this degree, even as an elective course. Here's why.

CRJ 530 is designed for the novice. It's aimed at criminal justice professionals who know nothing about forensic science (think line officers with no scientific training whatsoever). In contrast, the PSM students would be taking courses in forensic toxicology, botany, entomology, pharmacology, DNA typing, and forensic psychology. They would possess far more knowledge as a result of taking required courses than we would even touch upon in CRJ 530. In short, our course would be a complete waste of their time.

That being said, we do think we have something we could contribute to the PSM both online and in person, namely CRJ 410 (Procedural Criminal Law). It's a course devoted to the constitutional constraints on the gathering and use of evidence. Of course, under current Graduate College rules, PSM students could take the 400-level course as it stands right now for graduate level credit. But if New College prefers that your PSM students take a 500-level version of the course, we are happy to create such a course. Indeed, Dr. Nick Schweitzer, the Director of the PhD program in law and psychology, and I have talked about me developing a graduate level course in law that could be open to students in that doctoral program as well as those in our own graduate degree programs in criminology and criminal justice. We certainly could include students from the PSM in forensic science degree in such a course, as well.

We also offer a mock-trial course each year. That course could be structured so that PSM students played the roles of witnesses each week, if that is something you think could be helpful to them, as well.

In short, we happy to support the creation of the proposed program, but hope we can substitute one or two different electives courses in lieu of CRJ 530.

With best wishes,

Hank



Henry F. Fradella, J.D., Ph.D.
Professor and Associate Director, [School of Criminology and Criminal Justice](#)
Professor, [Program on Law and Behavioral Science](#)



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

College of Integrative Science and Arts

Impact Statement

From: Duane Roen <Duane.Roen@asu.edu>
Date: Monday, December 3, 2018 at 4:25 PM
To: Patricia Friedrich <Patricia.Friedrich@asu.edu>
Subject: RE: Impact statements required to be received by end of week

Patty,

CISA is delighted to support New College's proposal for a PSM in Forensic Science. I hope that it attracts lots of students.

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



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

Sandra Day O'Connor College of Law

Impact Statement

From: Adam Chodorow <Adam.Chodorow@asu.edu>
Date: Monday, December 3, 2018 at 3:56 PM
To: Patricia Friedrich <Patricia.Friedrich@asu.edu>
Subject: RE: Impact statement request

Dear Patricia,

The College of Law supports the proposal. Do you need something more formal, or will this do?

Adam

Adam Chodorow
Professor of Law
Associate Dean for Academic Affairs
Willard H. Pedrick Distinguished Research Scholar
Sandra Day O'Connor College of Law, Arizona State University
Mail Code 9529, 111 E. Taylor St, Phoenix, AZ 85004
Tel: (480) 727-8574
Fax: (480) 965-2427
Email: Adam.Chodorow@asu.edu
SSRN: <http://ssrn.com/author=474399>

From: Patricia Friedrich
Sent: Monday, December 3, 2018 3:36 PM
To: Adam Chodorow <Adam.Chodorow@asu.edu>
Subject: FW: Impact statement request

Hi Adam,

I hope you are doing well. I am writing to ask if you would provide us with an impact statement for our proposed PSM in Forensic Science. The documents are attached. Thank you! Patty

Patricia Friedrich, PhD
Associate Dean of Academic Programs and Faculty Affairs,
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



PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM

College of Liberal Arts and Sciences

Impact Statement

From: Patrick Kenney
Sent: Monday, December 3, 2018 8:01 PM
To: Todd Sandrin <Todd.Sandrin@asu.edu>
Subject: Re: PSM in Forensic Science

Hi Todd, I don't anticipate any issues as our folks understand this is your space.

Hey, we have approval for a political/Psychology degree and Edplus was asking if we anticipated any issues from your shop. Do you anticipate any?

Thanks, Pat

Get [Outlook for iOS](#)

From: Todd Sandrin <todd.sandrin@asu.edu>
Sent: Monday, December 3, 2018 4:03 PM
To: Patrick Kenney
Subject: PSM in Forensic Science

Dear Pat,

I hope this email finds you enjoying a pleasant and productive end to the semester. We are developing a Professional Science Masters (PSM) in Forensic Science as detailed in the document I attach.

Do you anticipate any concerns/impacts in CLAS?

Of course, I'm always happy to converse further if you wish.

Thanks!
Todd

Todd R. Sandrin, Ph.D.
[Dean, New College of Interdisciplinary Arts and Sciences](#)
[Vice Provost, West campus](#)
[Professor, School of Mathematical and Natural Sciences](#)
[Senior Sustainability Scientist - Julie Ann Wrigley Global Institute of Sustainability](#)





PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM

Ira A. Fulton Schools of Engineering

Impact Statement

From: Kyle Squires
Sent: Tuesday, December 4, 7:50 AM
Subject: RE: PSM in Forensic Science
To: Todd Sandrin

Hi Todd,
And back on this...program looks quite interesting. No concerns on my side. Thanks for the heads up.
-- Kyle

From: Todd Sandrin <Todd.Sandrin@asu.edu>
Sent: Monday, December 3, 2018 4:03 PM
To: Kyle Squires <squires@asu.edu>
Subject: PSM in Forensic Science

Dear Kyle,

I hope this email finds you enjoying a pleasant and productive end to the semester. We are developing a Professional Science Masters (PSM) in Forensic Science as detailed in the document I attach.

Do you anticipate any concerns/impacts in IAFSE?

Of course, I'm always happy to converse further if you wish.

Thanks!
Todd

Todd R. Sandrin, Ph.D.
[Dean, New College](#) of Interdisciplinary Arts and Sciences
Vice Provost, [West campus](#)
[Professor, School of Mathematical and Natural Sciences](#)
Senior Sustainability Scientist - [Julie Ann Wrigley Global Institute of Sustainability](#)



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

College of Health Solutions

Impact Statement

From: Kate Lehman
Sent: Wednesday, January 9, 2019 9:01 AM
To: Stacey Kimbell
Subject: RE: Impact statement request

Stacey:

I haven't heard back yet from the degree coordinator for HCD 501. I will let you know about that one later today. But, yes, you have our support for using BMI 515.

Thank you,

Kate Lehman

Senior Director Academic Affairs and Innovation
Academic Integrity Officer
Arizona State University | College of Health Solutions
550 N. 3rd Street, Phoenix, AZ 85004 | Health North Room 508D
602-496-0241 | kate.lehman@asu.edu | chs.asu.edu

From: Kate Lehman
Sent: Thursday, January 10, 2019 8:26 AM
To: Stacey Kimbell
Subject: FW: Impact statement request

Stacey:

Health Care Delivery is happy to support inclusion of HCD 501 in your curriculum.

Sincerely,

Kate Lehman

Senior Director Academic Affairs and Innovation
Academic Integrity Officer
Arizona State University | College of Health Solutions
550 N. 3rd Street, Phoenix, AZ 85004 | Health North Room 508D
602-496-0241 | kate.lehman@asu.edu | chs.asu.edu



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

From: Kate Lehman <KATE.LEHMAN@asu.edu>
Date: Tuesday, December 4, 2018 at 9:58 AM
To: Patricia Friedrich <Patricia.Friedrich@asu.edu>
Subject: RE: Impact statement request

Patricia:

Here is our support for your degree.

Best,

Kate Lehman

Senior Director Academic Affairs and Innovation
Academic Integrity Officer
Arizona State University | College of Health Solutions
550 N. 3rd Street, Phoenix, AZ 85004 | Health North Room 508D
602-496-0241 | kate.lehman@asu.edu | chs.asu.edu



From: Patricia Friedrich
Sent: Monday, December 3, 2018 3:52 PM
To: Kate Lehman <KATE.LEHMAN@asu.edu>
Subject: FW: Impact statement request

Dear Kate:

I hope you are doing well. I am writing to ask if you would provide us with an impact statement for our proposed PSM in Forensic Science. The documents are attached. Thank you! Patty

Patricia Friedrich, PhD
Associate Dean of Academic Programs and Faculty Affairs,
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



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

**College of Nursing and Health Innovation
Impact Statement**

From: Katherine Kenny <Katherine.Kenny@asu.edu>
Date: Tuesday, January 8, 2019 at 5:48 PM
To: Patricia Friedrich <Patricia.Friedrich@asu.edu>
Subject: FW: Impact statement request

Dear Patty – thank you for the opportunity to review the Graduate Proposal to Establish the Professional Science Master's in Forensic Science. I have carefully reviewed the material you supplied. While the College of Nursing and Health Innovation (CONHI) teaches a graduate level pharmacology course, it is an applied pharmacology course specific to nursing. I do not see that this degree competes with other courses or degrees offered in CONHI. I believe that some of the proposed courses may serve as good electives for some of our students. On behalf of the College of Nursing and Health Innovation we support your proposal. Thank you.

Best,
Kathy

Katherine (Kathy) Kenny, DNP, RN, ANP-BC, FAANP, FAAN
Associate Dean of Academic Affairs
College of Nursing and Health Innovation
Arizona State University
(P) 602-496-1719
(F) 602-496-0545
Katherine.kenny@asu.edu



**PROPOSAL TO ESTABLISH A NEW MASTER'S
DEGREE PROGRAM**

**School for the Future of Innovation in Society
Impact Statement**

From: David Guston <David.Guston@asu.edu>
Date: Tuesday, January 8, 2019 at 5:13 PM
To: Patricia Friedrich <Patricia.Friedrich@asu.edu>
Subject: Re: PSM in Forensic Science - Graduate College Review

Patty

Thanks – this proposed PSM in Forensic Science will not have any (negative) impact on the School for the Future of Innovation in Society.

As you may know, we have recently hired Lindsay Smith, an anthropologist with interest in the social side of forensics, and when she develops her teaching program it may be of interest to some of your students in the PSM.

Best,

Dave

David H. Guston
Foundation Professor
Director, School for the Future of Innovation in Society
Arizona State University



PROPOSAL TO ESTABLISH A NEW MASTER'S DEGREE PROGRAM

(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 delivery 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 the Graduate College 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.